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1981

Lasell College

NEWTON, MASSACHUSETTS



Lasell Educates Women Today for Tomorrow



Member of:

The New England Association of Schools and Colleges

Association of Independent Colleges and Universities in Massachusetts

National Council of Independent Junior Colleges

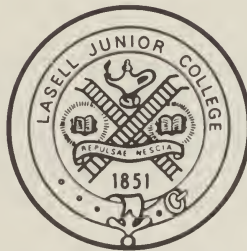
The American Council on Education

The College Entrance Examination Board

National Commission on Accrediting

LASELL JUNIOR COLLEGE

Founded in 1851 as Lasell Seminary



1980 – 1981

1844 COMMONWEALTH AVENUE
NEWTON • MASSACHUSETTS 02166
(617) 243-2000

ADMINISTRATIVE OFFICERS

President	Arthur M. Griffin
Dean of Academic Affairs	Gerald Bazer
Dean of Students	Helen R. Wallstrom
Dean of Admissions	Harry G. Adamian
Director of Financial Affairs	Elizabeth Shurtleff

Lasell Junior College admits students of any age, race, color, national and ethnic origin, and handicap to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, race, color, national or ethnic origin, or handicap in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.

Furthermore, the College subscribes fully to all federal and state legislation prohibiting discrimination against applicants, faculty and all other employees for reasons of age, race, color, national and ethnic origin, sex, or handicap.

Lasell Junior College reserves the right to change the contents of this catalog without prior notice.

Visitors to the College are always welcome. The administrative offices at 1844 Commonwealth Avenue, Newton, are open Monday through Friday from 9 a.m. to 4 p.m. all year (except holidays) and until 12 noon on Saturday during the college year. It is requested that personal interviews be arranged in advance by letter or telephoning: 617-243-2225, or the main College switchboard, 617-243-2000.

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LASELL JUNIOR COLLEGE CALENDAR 1980 - 1981

1980

September	3	Wednesday	New Students Arrive
	5	Friday	Registration for All Students
	8	Monday	Classes Begin
October	13	Monday	No Classes, Columbus Day
	24	Friday	First Quarter Ends
November	25	Tuesday	Thanksgiving Recess Begins After Last Class
December	1	Monday	Classes Resume, Retail Field Work Begins
	12	Friday	Last Day of Classes
	15	Monday	First Day of 1st Semester Exams
	18	Thursday	Last Day of 1st Semester Exams
	20	Saturday	Retail Field Work Ends

1981

January	19	Monday	Winter Recess Ends, Registration
	20	Tuesday	First Day of Classes
February	16	Monday	No Classes, Washington's Birthday
March	6	Friday	Spring Recess Begins, Quarter Ends
	16	Monday	Spring Recess Ends
May	1	Friday	Last Day of Classes
	3	Sunday	First Day of 2nd Semester Exams
	6	Wednesday	Last Day of 2nd Semester Exams
	10	Sunday	Commencement
June	9	Tuesday	Summer Nursing Program and Medical Laboratory Technology Program Begin
August	1	Saturday	Summer Nursing Program Ends

General Information

The College

Lasell was founded in 1851 by Edward Lasell as a school for the advanced education of young women. In 1921, the school was transferred from private ownership to a new corporation organized under the law governing non-profit educational institutions. The certificate of organization issued by the Commonwealth of Massachusetts named the new corporation as "Lasell Seminary," and the agreement of association that established the corporation declared its purpose to be "maintaining a school for women and a junior school and other educational activities." On March 7, 1932, by enactment of the Massachusetts Senate and House of Representatives in General Court, the name of the corporation was changed to Lasell Junior College. An act of April 14, 1943, specifically authorized the College to grant the degrees of Associate in Arts and Associate in Science.

As an independent junior college offering both transfer and career programs, Lasell has accepted certain objectives clearly identified with its choice of programs — namely, to provide those students who intend to continue their formal education beyond the two-year course of study with a coherent academic program that will prepare them for admission, with advanced standing, to appropriate four-year colleges; to provide those students who intend to enter certain vocations the educational experience required for success in those vocations; and to provide those students who desire only two years of collegiate education or who have clearly defined educational, professional, or vocational goals beyond the junior college experience with studies that will help them to develop their full human potential.

As a predominantly residential two-year college, Lasell seeks to provide its students with the experience of living in a community organized around a central educational purpose and giving appropriate attention to the social, political, and cultural demands and interests of the larger community. To help the students get the greatest benefit from this experience, the college puts a high premium on the teaching excellence of its faculty, on a favorable faculty-student ratio, on the provision of effective advising and counseling services, and on the kind of administrative support that will promote student fulfillment.

The Campus

Location

The College is located in the village of Auburndale, a part of the suburban city of Newton. Trains, buses, rapid transit (M.B.T.A.) and local taxis afford convenient access to Boston. Trains for New York and the West stop at nearby Station #128. Boston's Logan International Airport is less than a half hour away from the College. The campus is located one and one-half miles from circumferential Route 128 (exit Route 30, east) at the junction of the Massachusetts Turnpike.

The grounds of the College encompass approximately sixty acres which, for the most part, lie along Woodland Road and adjoining streets. The spacious green lawns provide an attractive setting for the more than thirty buildings which comprise the College's physical plant. There are pleasant walks in the residential neighborhood; and the recreation field, the Charles River, Haskell Pond and five tennis courts afford abundant opportunity for healthful outdoor activity.

Buildings

The offices of administration are located in three buildings, Irwin, Potter, and Haskell. At these addresses are the offices of Admissions, the Comptroller, the Registrar, the Deans, the President, the Alumnae Association and the Director of Financial Aid.

The fourteen dormitories are homelike, well-arranged, and thoroughly comfortable. The dormitories include Carpenter, Converse, Gardner, Karandon, Pickard, Blaisdell, Vista, Chandler, Briggs, Nason, Ordway, New Dorm, McClelland, and Woodland. The dining facilities are in Woodland Hall.

Winslow Hall, an auditorium-gymnasium, combines facilities for dramatics and college assemblies, receptions, dances, musical events and the physical education program.

Wass Science Building has been in use since 1955. This modern, three-story structure houses general classrooms and well-equipped laboratories for anatomy, biology, chemistry and physical science. Rockwell Hall accommodates the Child Study Center. Priscilla Alden Wolfe Hall, completed in 1963, provides nine classrooms for the Secretarial Department, an audiovisual aids room, and five classrooms for general use.

Carter Hall, a charming Victorian building, has been completely renovated and equipped as a fine arts center. It includes modern studio facilities for painting, photography, jewelry and ceramics.

The Health and Counseling Center is equipped to serve the needs of students and is staffed by a physician, a medical assistant, counsellors, and a receptionist.

Woodland Hall annex houses the Student Center containing snack bar, gameroom, lounges, the College Bookstore, post office and student government offices.

The Library

The Jessie Shepherd Brennan Library was completed in 1968. It is a multimedia learning center containing over 50,000 volumes, periodicals, newspapers, and an outstanding audio-visual department.

Although the emphasis is of necessity on material which will supplement the courses offered at Lasell and provide for additional study in those fields, the value of a balanced enrichment program for the students is not overlooked. They are encouraged to use the Brennan Library and its resources for pleasure as well as for study and research.

Academic Information

Requirements for Admission

Admissions Policy

Each year the Lasell Admissions Office selects from its applicants those students who seem best qualified to profit from a course of study at Lasell. Consideration is given to the applicant's scholastic record, to a personal evaluation from the secondary school's guidance office, to test scores and to the applicant's choice of program. **An interview is strongly suggested and parents are urged to accompany the applicant.** Personal interviews may be arranged by writing, or telephoning the Admissions Office at (617) 243-2225. If the candidate wishes to remain on campus overnight, arrangements must be made one week in advance.

Lasell utilizes a rolling admissions system. This means that a candidate for admission need not wait until a specific date for the College's decision, but rather can expect to be notified shortly after her application has been completed.

Requirements

Candidates for admission to the freshmen class are normally expected to complete the college preparatory program of an approved secondary school. The Lasell Admissions Officers will also consider applicants who show ability to do college work and who may not have taken the usual college preparatory courses in secondary school. Consideration will also be given to candidates who complete high school in less than four years.

Admission to the Lasell Nursing Program involves the fulfillment of specific course requirements. (See section on nursing program.)

Entrance Examinations

All candidates for admission are urged to take the Scholastic Aptitude Test of the College Entrance Examination Board, or its equivalent, preferably before January of the senior year. Information concerning the tests may be obtained from the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540, or the College Entrance Examination Board, Box 1025, Berkeley, California 94701. Applications should reach the office of the College Board at least one month before the date the tests are to be taken.

Procedure

The completed application, together with a non-refundable fee of \$15 should be returned to the Dean of Admissions. The high school guidance counselor should be asked to send the completed secondary school transcript form to the Dean of Admissions.

It is the responsibility of the applicant to make sure that all required information is sent to the Admissions Office. Applications are considered when all credentials have been received.

Upon acceptance the candidate is given a period of 30 days to accept the offer of admission. A \$200 commitment deposit is required and is not refundable but is applied toward tuition. Commuting students are required to submit a deposit of \$100, applicable toward tuition, but not refundable. If an extension is requested, that request should be made, by letter, to the Dean of Admissions.

Assignment to particular dormitories will be made depending upon availability and based on the date of receipt of the commitment deposit.

Transfers

A limited number of students are admitted each year with transfer credit from other colleges. These students must fulfill the course requirements for graduation and meet the specific demands of their respective programs. All nursing students are expected to carry a minimum of 12 credit hours per semester.

Requirements for Graduation

A graduate of Lasell receives the degree of Associate in Arts or Associate in Science according to her curriculum. The specific requirements for the different curricula will be found on the following pages. In addition to the requirements for admission to full freshman standing already outlined, a student must complete at least sixty semester hours of academic and technical work, including English 101-102 and a minimum of twelve hours in Liberal Arts subjects or as prescribed by individual programs. In addition, two credits in Physical Education are required of all students. Candidates for either of Lasell's degrees must complete a minimum of 50% of their course work at Lasell and fulfill the specific requirements of the programs in which they are enrolled.

Although the passing course grade is D, a C minus average is required for graduation or as specified by specific programs. The passing grade in Nursing subjects is C in addition to a satisfactory rating in the clinical area and a C minus in Biology 105 and a C in Biology 106. Medical Laboratory Technology students must maintain at least a C average in each of their science courses. Medical Assistant students and Physical Therapist Assistant students must maintain at least a C minus average in each of their science and secretarial courses.

Before a student will be admitted to classes, her program must receive the approval of her Faculty Adviser and the Registrar. Grades are issued at the end of each semester and determine the student's academic standing.

Grading

A permanent record of scholarship is kept for reference, and semester reports are sent to students and their parents. The grading system employed is as follows: A, superior; B, good; C, average; D, passing; F, failure; INC., incomplete; S, satisfactory; and U, unsatisfactory, are used for Physical Education grades only. Rank in class, class promotion, graduation, and honors are all calculated on the basis of "grade quotients" earned at Lasell. The grade of A is assigned a value of 4; B, 3; C, 2; D, 1; and F, 0. A student's average is computed by multiplying the number of semester hours of credit by the appropriate numerical grade value and then dividing the sum of these products by the total number of semester hours of credit carried.

Students may elect a Pass or Fail option in those courses designated by individual departments at registration. Courses taken on a Pass or Fail basis are not computed in the student's grade point average.

Academic Advising

Upon arrival each freshman is assigned to a Faculty Adviser. In addition, the student is encouraged to consult her individual instructors, the resident head in charge of her dormitory, the Director of Placement and Transfer, or the Deans concerning any problems which may arise, either academic or personal. Parents are invited to give to any of these counselors such confidential information as may aid in understanding and promoting the welfare of their daughters.

Transfer to Senior College

To obtain recommendation for advanced standing on transfer, a student must in general earn a C average or higher. She may have to take certain College Entrance Examination Board Achievement Tests, or other tests as requested by the senior college. It should be noted that the content as well as the quality of both the preparatory school and the junior college programs must be satisfactory to the college which the student desires to enter, whether her purpose is to pursue a liberal arts or a vocational course. Requirements vary and results will generally be more satisfactory to Lasell and to the student when her wishes are stated and discussed at the outset.

In order to ease the transfer process Lasell has entered into transfer agreements with several four year colleges, such as Springfield College and American University. Students transferring to these institutions receive preferential treatment in the processing of their applications and receive full credit for all courses successfully completed at Lasell.

Career Planning and Placement

The Career Planning and Placement office is designed to help all students in their search for part time and full time employment. Current job listings are available to the Lasell community, and individual and group counseling sessions are held throughout the year.

All interested students, especially seniors, are encouraged to set up a placement file during their senior year at Lasell. A registration form, one copy of their resume, three references and any other information should be included in the file. The Career Planning and Placement office keeps all records on file for each student's future use.

Information regarding job recruiters who visit the Lasell campus during the academic year is posted, weekly, for all interested students. A Career Planning and Placement manual is available upon request.

Transfer Opportunities to Other Colleges

During the past five years, Lasell graduates have been accepted for further study at 123 different institutions. Some of these are listed below.

Admissions representatives from a variety of senior colleges visit Lasell on a regular basis to meet with interested students.

Academic Year Abroad

Adelphi University
American College of Switzerland
American International College
American University
Baldwin Wallace College
Bard College
Beaver College
Bentley College
Boston College
Boston University
Bradley University
Capital College
Case Western Reserve
Cedar Crest College
Clark University
Colby College
Colorado, University of
Columbia University
Connecticut, University of
Cornell University
Curry College
Denison University
Denver, University of
Drake University
Drexel Institute of Technology
Duke University
Dunbarton College
Elmira College
Emerson College
Fashion Institute
Finch College
Florida Presbyterian
Florida Southern College
George Peabody College
George Washington University
Georgia, University of
Hartford, University of
Hawaii, University of
Hillsdale College
Hofstra University
Houston, University of
Illinois, University of
Iowa, University of
Jackson College
Keene State College
Lesley College
London, University of
Long Island University
Maine, University of
Marietta College
Maryland, University of
Massachusetts College of Art

Massachusetts, University of
Miami, University of
Miami University (Ohio)
Michigan State
Michigan, University of
Middlebury College
Mills College of Education
Missouri, University of
Nasson College
National College of Education
New England School of Art
New Hampshire, University of
New York, State University of
New York University
North Carolina, University of
Northwestern University
Oglethorpe College
Ohio State
Paris, University of
Parsons School of Design
Pear School of Art
Penn State University
C.W. Post College
Pratt Institute
Queens College
Rhode Island, University of
Rochester, University of
Russell Sage College
Simmons College
Skidmore College
Slade School of Art (London)
Springfield College
Stetson University
Suffolk University
Syracuse University
Temple Buell College
Tobe Coburn School
Traphagen School of Design
Tufts University
Utica College
Vermont, University of
Vesper George School of Art
Virginia, University of
Washington University
Wayne State University
Wells College
Wellesley College
West Virginia University
Wheaton College
Wheelock College
Whittier College
Wisconsin, University of

College Life

Student Activities

College Government

Since students generally wish to assume collectively a share in the responsibility for their lives in college, and since educators are agreed that such responsibility enhances the development and growth of the individual student, the President and faculty of Lasell have given authority to the Lasell Junior College Government Association to exercise the various powers that have been committed to it for the maintenance of high standards in the community life of the campus.

Student Organizations

In addition to the College Government Association, there are a number of other organizations on the campus that play an active role in furthering students' special interests and in offering opportunities for effective group experience.

These organizations include: the ATHLETIC ASSOCIATION, the WORKSHOP PLAYERS, DANCE WORKSHOP, the INTERNATIONAL CLUB, CHORUS, the OUTING CLUB, the RETAILING CLUB, the LASELL STUDENT NURSES ASSOCIATION, the MEDICAL ASSISTANTS ORGANIZATION, and the MEDICAL LABORATORY TECHNICIANS ASSOCIATION.

Each year the students and staff of the College join together to plan a series of programs designed to educate the women of Lasell to issues pertinent to them as women. They offer the opportunity to explore one's feelings, beliefs and goals as women through lectures, workshops, films and small group discussions.

Publications

The LASELL LEAF is the College newspaper, written and edited entirely by students. Places on the LEAF staff are open to all students who can meet the academic and literary requirements, or whose background or experiences show some special aptitude for newspaper work. The QUILL is the annual literary publication.

The LAMP is the College yearbook, published by the senior class. Although it contains the traditional information and photographs of the graduating class, emphasis in the LAMP tends to be more on recording pictorially the history of a year at Lasell as an annual souvenir for the entire student body. Editorial and business operations of the publication are in the hands of the students under the supervision of an adviser.

The LASELL BULLETIN (News From Lasell) is published quarterly by the Office of Public Affairs and Information. This is sent to all alumnae and parents.

The academic achievements and extracurricular distinctions of Lasell students are regularly and systematically reported to their hometown newspapers by the Public Affairs and Information Office.

The STUDENT GUIDE is published annually providing information for services, rules and regulations for resident and commuter life.

Allowances

If a student is to have an allowance, it is suggested that it be deposited in a checking account in one of the local banks. It is felt that in those cases where the student is to handle her own funds, maturity of judgment is encouraged by familiarity with normal banking methods. The Comptroller is always available for individual financial counsel whenever necessary.

Students are urged not to bring valuable articles such as jewelry or expensive watches. The College cannot assume responsibility for any item of personal effects.

Automobiles

Resident students are allowed to have automobiles only under the terms described in the Student Guide and in "Rules Governing Student and Guest Vehicles on Campus." Day students are to use their automobiles for commuting purposes only and are to register them with the College and be assigned a parking area for use throughout the year. Automobiles are not to be used for traveling between classes.

Residence Requirements

All full-time students are required to live in residence unless, as a commuter, the student is married, living with a parent or legal guardian or is financially independent.

Lasell Junior College uses the federal government approved definition in determining "financial independence."

Health and Counseling Services

The Health and Counseling Center is for the use of both resident and day students. The health fee entitles a student to the use of the first aid rooms and to consultation with the professional medical personnel who staff the Center when these personnel are on campus. Also available are referrals to medical and dental specialists, whose services may be desired in particular cases. These doctors, however, are not covered by the health fee, nor are charges for laboratory tests and X-rays. The student or parent will receive bills for laboratory charges, consulting physician and dentist fees, and prescription drugs.

A complete medical history and physical examination report is required by the time of registration. Regarding immunizations, a physician should be consulted to verify individual student needs. A recent Tuberculin test (patch test not accepted) and/or chest X-ray must be done.

The Counseling Service is available as part of the health fee, for growth-producing experiences as well as for limited help in special times of need. Referrals to the staff counselors may be made by students, faculty, or staff; and students are always welcome to seek individual counseling or to participate in group sessions dealing with pertinent issues of social development.

All students who are not covered by their family's medical insurance for hospitalization and related services should consider taking advantage of the health insurance program offered by Lasell. Information regarding this program will be sent to all students.

Fees and Financial Aid

General Policy

Lasell Junior College, like other educational institutions, has been subject to significant inflationary pressures for almost a decade. The College has made every effort to meet this difficult situation through increased efficiency in operations, but regretfully, from time to time, it has been obligated to increase tuition and fees. Any such increases are being limited to minimal, essential amounts. The College reserves the right to make changes in fees as circumstances warrant.

Inasmuch as the College must commit its resources to its program and services for the entire year, it is essential that the annual income from fees be assured. For this reason, it is understood that students are enrolled for the entire college year, or such portion as may remain after the date of entrance. The fact that the college fees are paid in two or more installments does not constitute a fractional contract. The parent or guardian agrees that in the event of suspension, dismissal, absence, illness, or withdrawal for any reason whatsoever, no part of the tuition, room and board, or other fees will be refunded except as noted below under the paragraph entitled REFUND POLICY. This includes withdrawal because of interruption of classes due to strikes or civil disorders beyond the control of the College. Any unpaid balance of all such charges shall become immediately due and payable.

College transfer information (transcripts) will not be processed for delinquent accounts. The College also reserves the right to withhold diplomas of students who have outstanding obligations at the time of graduation.

Fees For Academic Year September 1980 To May 1981

BASIC FEES	Resident	Day
Tuition	\$3612	\$3612
Room & Board	2430	-
General Fee	65	65
Health Center Fee	100	60
Student Activities Fee	55	55
	<u>\$6262</u>	<u>\$3792</u>

ADDITIONAL FEES

Nursing Major Fee	\$ 75	\$ 75
Health Major Fee	25	25
(Physical Therapy, Medical Lab Technician, Medical Assistant)		
Extra Credits (over 15 hrs.)	100/CrHr	100/CrHr
Crafts Lab	45/Sem	45/Sem
Jewelry, Photography Labs	55	55
Art for Childhood Education and Recreation	20/Sem	20/Sem
Auto Parking Fee	50/Yr	20/Yr
Non-Resident Room & Board	-	75/Wk
10-Payment Plan	35/Yr	35/Yr
Late Registration Fee	10	10
Optional Health Insurance	60	60

SUMMER HEALTH MAJOR PROGRAMS, 1980 (Payments Due Before June 1)**Nursing**

Tuition	\$600.00
Room	240.00
Total	840.00

Medical Laboratory Technician

Tuition	\$400.00
Room	240.00
Total	640.00

Special Fees

Part-Time Student Tuition \$105/CrHr

Uniforms for nurses (approximate cost for two years) 60

If two sisters attend Lasell concurrently, Tuition, Room and Board costs will be reduced by ten percent for one sister.

Special arrangements may be made for private tutoring or private lessons in piano, organ, or voice.

Non-Resident students desiring to become resident students for less than an entire semester (depending upon available space) will be charged \$75.00 for room and board per week. (This does not apply to Retailing students during field work periods. No deduction is made for absence from meals while a student is in residence, or for Retailing students during their field work period.)

Non-Resident Luncheon Program — Details may be obtained at the time of registration.

Textbooks, stationery, and other supplies, including drawing papers, paint and other art requirements, may be purchased at the College Bookstore.

Details regarding automobile fees may be obtained from the Student Handbook and "Rules Governing Student and Guest Vehicles on Campus."

Explanation of Fees

- The General Fee concentrates in one fee a number of minor cost items — for example, identification cards, field trip transportation, graduation etc. For students in the Nursing Program there is an additional Nursing Major Fee of \$75 which covers transportation to and from hospital assignments, extra science laboratory usage, and liability insurance.
- The Health Center Fee entitles the student to the use of the College dispensary and consultation with the professional medical personnel who staff the Center. The health fee is for services provided by the College and does not duplicate the "Accident and Sickness Insurance." (See below.) The Health Fee does not cover the costs of prescriptions, laboratory tests, etc., that may be specified by the college physician.
- For students in the Physical Therapy Assistant, Medical Laboratory Technician and Medical Assistant Programs, there is an additional health major fee of \$25 which covers liability insurance and extra science laboratory usage.
- The Student Activities Fee covers class dues, concerts, special student social functions, lectures, and student publications.

Accident and Sickness Insurance (Optional)

Because many of the private or group medical and hospitalization plans held by parents terminate coverage of dependents at eighteen or nineteen years of age, the College urges parents to review the coverage they have for their daughter. For those who may need such coverage, the College makes available an optional comprehensive Accident and Sickness Insurance plan. Detailed information is provided by the Business Office in the Summer of each year.

Refund Policy

As noted above in the GENERAL POLICY, the commitment for tuition and fees is for the full year. However, there are two exceptions wherein refunds are permitted.

- a. **Refund Fee.** For a fee of 3% of Tuition and Fees (excluding the advance deposit and financial aid awarded by the College) the College will allow 100% pro rata refund of tuition and fees (excluding the advance deposit and financial aid awarded by the College) for medical withdrawal, suspension, or dismissal for any reason whatsoever. For voluntary withdrawal the refund is 75% pro rata. The College reserves the right to vary this fee depending upon refund experience.

To illustrate refund calculation for resident student* withdrawal at end of first term:

	Medical or Involuntary Withdrawal	Failure to Register or Voluntary Withdrawal
1. Approximate annual tuition and fees	6200	6200
2. Less non-refundable enrollment deposit	<u>200</u>	<u>200</u>
3. Balance due August 1st and December 15th (combined)	6000	6000
4. Student's share for unused days.		
4a. $212 \text{ total days} - 106 \text{ first term days used} = 106 \text{ unused days} = .500$		
	212 total days	212 total days
4b. Calculation for medical withdrawal	$.500 \times 6000 = 3000$	
4c. Calculation for voluntary withdrawal	$.75 (.500 \times 6000) =$	2250
5. Lasell's share for days used	<u>3000</u>	<u>3950</u>
6. Amount paid to date by student (excluding deposit)	<u>3000</u>	<u>3000</u>
7. Refund due to student, or	-0-	
8. Balance due to Lasell		950

*A similar procedure based on day student fees would be applied to day student withdrawals.

- 2. Withdrawal during 1st week of classes — 80%.
- 3. Withdrawal prior to 3rd week of classes — 60%.
- 4. Withdrawal prior to 7th week of classes — 50%.

Schedule of Payments

The schedule of payments is included in the enrollment contract each year. For those who prefer to pay in monthly installments, a 10-payment plan is available. For details contact the Business Office.

Financial Aid

Policy

Lasell's policy regarding financial assistance is to aid as many as possible of those in need. Financial Aid awards are based on need, and are determined by the Financial Aid Director. Decisions are arrived at through information received from the College Scholarship Service's Financial Aid Form (FAF), Lasell's Financial Aid Application and any other pertinent information available including a copy of the 1040.

Renewal awards are not made automatically. Each student must file a new Lasell application and a new FAF before February 1, 1981. Both of these forms may be obtained in Lasell's Financial Aid Office, Irwin Hall.

Procedures for Making Application For Financial Aid

1. Request a Lasell Financial Aid Application from the Financial Aid Office. Complete this form and return it no later than February 1st.
2. Obtain a Financial Aid Form (FAF) from your own school (if an entering student) or from the Financial Aid Office at Lasell (if enrolled student). Complete and mail the statement to the College Scholarship Service before February 1, 1981. A new application must be filed each year.
3. Have a copy of your family's most recent income tax statement (IRS-1040) sent to Lasell's Financial Aid Office to complete your file.
4. Independent, self-supporting students must submit their own IRS-1040 form.

Any financial changes arising throughout the year should be reported to and discussed with the Director of Financial Aid.

Sources of Financial Aid

Lasell Scholarships — The income derived from funds donated by friends of Lasell is the basis of these awards. A list follows at the end of this section.

Lasell Alumnae Scholarships

Financial assistance offered by Lasell Alumnae, Inc. is reserved largely for students who have completed one year of work at Lasell.

Supplemental Educational Opportunity Grants (SEOG)

These grants from the Federal Government are available to students with "exceptional need." The awards are administered by Lasell's Financial Aid Office.

National Direct Student Loan Program (NDSL)

These Federal Government loans are available to students on the basis of need, and are administered by the Financial Aid Office.

Campus Work Study

Students who receive work study are assured a part time job on campus for the academic year. The placements are made by the Financial Aid Office.

Nursing Scholarship Program

These scholarships are Federal funds available to nursing students who demonstrate financial need.

Nursing Loan Program

Federal loan funds are available to nursing students in need of assistance, and are administered by the Financial Aid Office.

Basic Educational Opportunity Grant Program (BEOG)

The Federal Government administers these grants directly to students on the basis of need. Applications may be obtained in high school guidance offices, public libraries and Lasell's Financial Aid Office. The Financial Aid Form (FAF) may be used as the Basic Grant Application. All financial aid recipients must apply for the Basic Grant.

State Scholarships

These scholarships are given out by a state to students in need of funds. The type and amount of these scholarships vary from state to state. Contact your local (home) State Higher Education Office for information.

Guaranteed Student Loan Program

These loans are available to most students directly through local banks and lending institutions at prime interest rates. Interested students should contact the Student Loan Officer at their local banks for information regarding application procedures.

Any student applying for financial aid at Lasell is considered for any of these programs, and is usually awarded an aid package consisting of two or more of them. It is the responsibility of the student herself to apply to the three programs which are administered outside of Lasell (i.e. BEOG, State Scholarship, Guaranteed Student Loan Program). The Financial Aid Office stands ready to help any student obtain and submit these applications properly.

Lasell Scholarships

THE HENRY MORTON DUNHAM FUND

Given by the will of Mr. Henry M. Dunham, organist, conductor, and composer, who, as instructor and later chairman, was associated with the Department of Music from 1897 to 1928. Income to be used for a student in organ.

THE RUSSELL B. STEARNS SCHOLARSHIP FUND

THE JEREMIAH CLARK SCHOLARSHIP FUND

THE BIRD SCHOLARSHIP FUND

Given by the will of Miss Charlotte A.K. Bancroft of the Class of 1857.

THE ANGELINE C. BLAISDELL SCHOLARSHIP FUND

Given in memory of their daughter, Hannah Proctor Bonner of the Class of 1910, by Mr. and Mrs. William L. Proctor of Millbury, Massachusetts.

THE PATRICIA COLE SCHOLARSHIP FUND

Given in memory of Patricia Cole, Lasell Junior College Faculty Member.

THE GRACE VICARY POTTORF SCHOLARSHIP FUND

Given in memory of her daughter, Grace Vicary Pottorf of the Class of 1907, by Mrs. Charles N. Vicary of Canton, Ohio.

THE LILLIE ROSE POTTER MEMORIAL FUND

Given in memory of Lillie Rose Potter, Class of 1880, by alumnae and friends. Miss Potter served as Preceptress and Dean at Lasell from 1902 to 1935 and was Dean Emeritus from 1935 to 1952.

THE PRISCILLA ALDEN WOLFE SCHOLARSHIP FUND

Given by alumnae and friends in memory of Priscilla Alden Wolfe, '19. Mrs. Wolfe, elected to the Board of Trustees in 1948, was Chairman at the time of her death in 1961.

THE MARGARET STEVENSON McCREERY SCHOLARSHIP FUND

Given by her classmates in memory of Margaret Stevenson McCreery, '60.

THE FLORENCE ADAMS SCHOLARSHIP FUND

Established in 1967 as the gift of Mrs. Walter H. Godsoe (Lydia A. Adams, '18) in memory of her mother. Preference is to be given to students from the State of Maine.

THE MABEL TOWER EAGER MEMORIAL SCHOLARSHIP FUND

Given by the family of Miss Mabel Tower Eager, Class of 1888. Miss Eager was a trustee of the College in the period 1933-1958. Nine acres of the present Lasell campus was her gift by bequest.

THE HELEN CARTER JOHNSON SCHOLARSHIP FUND

Initiated in 1967 by Mrs. Ralph G. Johnson (Helen Carter, '07).

THE HELANE JONES PRESSEL SCHOLARSHIP FUND

Established in 1968 by the bequest of Mrs. Kenneth L. Pressel (Helane Jones, '32).

**THE WILLIAM E. SCHRAFFT AND BERTHA E. SCHRAFFT
MEMORIAL SCHOLARSHIP FUND**

Established by grants of \$5000 in 1968 and again in 1969, from the philanthropic trust bearing the name of Mr. and Mrs. Schrafft. Preference is to be given to students in nursing or in training for one of the health professions.

THE MARY GOODWIN OLMSTED SCHOLARSHIP FUND

Established in 1968 by Mrs. Henry C. Olmsted (Mary E. Goodwin, '03).

HANNAH PROCTOR BONNER SCHOLARSHIP FUND

Given in memory of their daughter, Hannah Proctor of the class of 1910, by Mr. and Mrs. William L. Proctor of Hillbury, Massachusetts.

EVA ROBERTSON SCHOLARSHIP FUND

MAX M. AND MARIAN M. FARASH SCHOLARSHIP FUND

Established in 1973 by Mr. and Mrs. Farash of Rochester, New York.

NELLIE J. FEAGLES SCHOLARSHIP FUND

Established in 1970 by Walter R. Kattelle in memory of his wife Nellie J. Kattelle (Nellie J. Feagles '97). Preference is to be given to students in Home Economics or Language study.

MORGAN WILLIAMS SCHOLARSHIP FUND

Established in 1973 by Mr. and Mrs. Douglas R.G. Williams (Sylvia T. Morgan '30). Given annually on the basis of character and citizenship.

THE EVELYN LADD RUBLEE SCHOLARSHIP FUND

Given by her family in memory of Evelyn Ladd Rublee '28.

GREATER BOSTON LASELL CLUB SCHOLARSHIP

Given annually by the club to an outstanding student who has completed one year of work at Lasell.

ELEANOR T. EDWARDS SCHOLARSHIP

An annual scholarship in the amount of \$500 in memory of Eleanor T. Edwards. Mrs. Edwards, the mother of an alumna (Gail Edwards Procock '67) and wife of Alfred C. Edwards, Vice President of the Board of Trustees, provided unusual understanding and support to Lasell that resulted in significantly positive and forward strides for the College. The recipient should demonstrate qualities of love, loyalty and understanding to reflect her outstanding human qualities.

EILEEN RUTH MOSES SCHOLARSHIP

An annual scholarship established by the Student Nursing Association with the intent that the income of the monies should provide a scholarship for a deserving nursing student. Eileen R. Moses was a member of the Class of 1978.

RICHARD A. WINSLOW SCHOLARSHIP

An annual scholarship in the amount of \$500 in memory of Richard A. Winslow, a devoted and long time Trustee of Lasell Junior College (1948-1978). The recipient should demonstrate the qualities of love of learning, great personal strength of character, and devotion to duty as emulated by Richard A. Winslow.

EMMA GILBERT CARVER SCHOLARSHIP

Given by the family of Emma Gilbert Carver, Class of '45.

ALICE MAY MEMORIAL FUND

Given in memory of the late Alice May who served as bursar of the college for fourteen years.

Programs of Study

General Information

Course Numbers

The numbering system used to identify the course offerings described hereafter is based on a division of all courses into "100 level" or primarily freshman courses, and "200 level" or senior courses. This division is intended to serve as a general guide only, and in making up her program the student should be aware that there are a number of courses in which the enrollment is almost equally divided between freshmen and seniors, and that in cases of special interest, special aptitude, or even of mere conflict in scheduled hours, exceptions can frequently be arranged after consultation with the student's academic adviser and the instructor of the course in question.

In general, odd-numbered courses are offered in the first semester only; even-numbered courses, the second semester. An odd number followed by the letter s indicates a one-semester course offered both semesters. Courses identified by two numbers separated by a hyphen (French 101-102) are year courses which must be taken as a unit. When the two numbers are separated by a semicolon (History 123; 124), the course is a year course which may be dropped at the end of the first semester.

Those courses marked with an asterisk (*) are considered Liberal Arts courses.

Seminars

A "300" course is designed to satisfy the needs of qualified students prepared to work on a specialized subject in a seminar encouraging independent academic effort. Each year, different one-semester courses that match faculty ability to student interest are offered. Enrollment is limited and requires the consent of the instructor. Priority will be given to qualified students.

Independent Study

Students who wish to apply for Directed or Independent Study ("400" courses) should consult with the appropriate department chairmen before April 1 and December 1 of each academic year.

College Policy

The College reserves the right not to offer a course for which fewer than eight students enroll.

Numerals in parentheses to the right of the course title in the Course Descriptions Section give the total credit in semester hours carried by the course. In general, a semester hour of credit represents one hour a week of lecture or two hours of laboratory or studio work. All courses may not be offered any one semester or even in any one year.

Accounting

The **Accounting Program** provides students with a strong background in specialized accounting skills and exposure to the world of business in general. Students learn the various components of business organizations and the role of accounting within them. The emphasis is on practical accounting work such as the maintenance of accounting books and financial records for a variety of types of business concerns, the preparation of federal tax returns for individuals and corporations, and the analyzing and interpreting of financial statements.

Graduates of this program are eligible to join one of the fastest growing professions in the country with especially good opportunities for young women. Employment immediately after graduation can include working as a semi-professional directly assisting a Certified Public Accountant, or as a junior accountant trainee, cost accounting trainee, or assistant office manager. Places of potential employment include business corporations, industrial firms, government agencies, banks, insurance offices, and retail organizations.

Students interested in transferring to a four year college in pursuit of a bachelors degree in accounting with the possibility of becoming a Certified Public Accountant can use the two years in this Program as a most appropriate base for this later study. Advancement within the field of accounting can be most rapid dependent on a student's initiative, ability, and academic preparation.

Graduates from the Accounting Program receive the Associate in Science Degree.

Accounting			
FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing		
Mathematics 104	Introductory Math	3	3
(or)	(or)		
Mathematics 106	Statistics		
Business 107	Principles of Business Management	3	
Accounting 223-224	Principles of Accounting	3	3
Secretarial 121	Business Math		3
Business 208	Marketing: Principles and Methods	3	
	Electives (Liberal Arts electives recommended)		6-8
	Physical Education†	(1)	(1)
		15	15-17
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Accounting 225-226	Intermediate Accounting	3	3
Accounting 227	Cost Accounting	3	
Accounting 228	Federal Income Taxation		3
Economics 131	Principles of Economics	3	
Law 136	Business Law I		3
Secretarial 240	Electronic Data Processing	3	
	Elective (Business elective recommended)		3
	Electives	3-4	3-4
		15-16	15-16

†Course required, but does not carry academic credit.

Administrative Assistant

This program is designed for the career-minded young woman who desires to equip herself with business office skills for employment in a variety of offices where a knowledge of shorthand is not required.

Business executives seek intelligent young women whose educational backgrounds include an understanding of the problems and complexities of today's computer age, an ability to make wise decisions, and with employable skills in typewriting, machine operation, records management, and the preparation of communications.

There are increasing opportunities for young women in the accounting field, and in this curriculum there is opportunity to prepare for employment in this challenging area.

The graduate of this two-year program will be prepared to accept responsibility for the smooth functioning of her office environment and to free her employer from the countless details of daily routine. She can, after experience, be promoted to executive and managerial positions commensurate with her ability and ambition.

Emphasis is placed upon the ability to meet and get along with people. No longer is today's "Girl Friday" confined to a desk and a typewriter from nine to five, as she finds herself becoming more involved in the competition and excitement of expanding opportunities for women today in business and the professions.

Each student must complete a minimum of 18 Liberal Arts credits.

Graduates receive the Associate in Science Degree.

Administrative Assistant

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101; 102	Writing	3	3
Secretarial 111; 112	Elementary Typewriting	3-2	3-2
(or)	(or)		
Secretarial 113; 114	Intermediate Typewriting		
Secretarial 121s	Business Mathematics		3
Law 136s	Business Law	3	
	Electives	6-9	6-9
	Physical Education†	(1)	(1)
		14-18	14-18
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Secretarial 211; 212	Advanced Typewriting	2	2
(or)	(or)		
Secretarial 113; 114	Intermediate Typewriting		
Secretarial 237s	Business Workshop		1
Secretarial 231; 232	Secretarial Training	2	2
Economics 131s	Principles of Economics I	3	
Accounting 223	Principles of Accounting I	3	
Accounting 224	Principles of Accounting II		3
	Recommended*		
Secretarial 240	Electronic Data Processing	3	
	Electives	3	9
		16	17

*Elective must be substituted if Accounting 224 not taken.

†Course required, but does not carry academic credit.

ART

The Art Department offers a flexible program comprised of studio work and Liberal Arts courses leading to an Associate in Arts degree. After a common first year of courses for all art majors, students may choose from several second year options including: Fine Arts, Advertising Design, Interior Design, or Ceramics, Jewelry or Photography. The student is encouraged to select those courses which best accommodate her individual interest.

In conjunction with the general requirements for graduation (see page 8), a student who wishes to complete the Art curriculum must accrue 30-36 credit hours in studio courses and 6 credit hours in Art History courses (which qualify as the Liberal Arts courses specified in the general requirements).

The Art Department welcomes all members of the college to participate in art courses. Most studio courses are open without prerequisite.

For incoming students, portfolios will be reviewed upon request, but it is not the sole criteria for acceptance to the Art Department.

At the end of each year, a final portfolio from the first and second year Art students, representing all their class work at Lasell, is required for review by the Art Faculty. This is to prepare the students for a professional presentation of their art work when they graduate.

In the Art Department, a total of 62 credits is required for graduation which includes 2 credits in Portfolio I and II.

ART (All Students)

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Art 103-104	Encounter with Art	3	3
Art 105-106	Design and Color	3	3
Art 113-114	Fundamentals of Drawing	3	3
Art 126	Portfolio I		1
	Electives	3	3
	Physical Education†	(1)	(1)
		15	16

†Course required, but does not carry academic credit.

Fine Arts

SECOND YEAR OPTION		CREDIT HOURS	
		1st sem.	2nd sem.
Art 112	Women in Art		3
Art 207	Advanced Design	3	
Art 107	Watercolor I		
(or)	(or)		
Art 203	Painting I	3	
Art 205	Figure Drawing I		
(or)	(or)		
Art 206	Figure Drawing II		3
Art 109	Ceramics I		
(and/or)	(and/or)		
Art 110	Jewelry I		
(and/or)	(and/or)		
Art 219	Photography I	3	3
Art 226	Portfolio II	1	
	Electives	6	6
		16	15

Advertising Design

SECOND YEAR OPTION

CREDIT HOURS

		1st sem.	2nd sem.
Art 217-218	Advertising Design	3	3
Art 207	Advanced Design	3	
Art 115	Experimental Printmaking	3	
Art 219	Photography I		3
Art 107	Watercolor I		
(or)	(or)		
Art 203	Painting I	3	
Art 205	Figure Drawing I		
(or)	(or)		
Art 206	Figure Drawing II		3
Art 226	Portfolio II	1	
	Electives	3	6
		16	15

Ceramics, Jewelry or Photography

SECOND YEAR OPTION

CREDIT HOURS

		1st sem.	2nd sem.
Art 207	Advanced Design	3	
Art 107	Watercolor I		
(or)	(or)		
Art 203	Painting I	3	
Art 205	Figure Drawing I		
(or)	(or)		
Art 206	Figure Drawing II		3
Art 226	Portfolio II	1	
Art 109-210	Ceramics I & II		
(or)	(or)		
Art 110-209	Jewelry I & II		
(or)	(or)		
Art 219-220	Photography I & II	3	3
	Art Elective		3
	Electives	6	6
		16	15

Interior Design

SECOND YEAR OPTION

CREDIT HOURS

		1st sem.	2nd sem.
Art 116	Introduction to Interior Design	3	
Art 400	Interior Design Independent Study		3
Art 207	Advanced Design	3	
Art 107	Watercolor I		
(or)	(or)		
Art 203	Painting I	3	
Art 219	Photography I		3
Art 111	Weaving Off The Loom		3
Art 109	Ceramics I	3	
Art 226	Portfolio II	1	
	Electives	3	6
		16	15

Recommended electives for first and second year students - all options: Art 109 - Ceramics; Art 115 - Experimental Printmaking; Art 116 - Introduction to Interior Design; Art 110 - Jewelry I; Art 219 - Photography I; Art 203 - Painting I; Art 111 - Weaving Off The Loom; Music Courses; Liberal Arts Courses.

Business Management

This curriculum has been designed to meet the increasing need of women in the field of Business Management. Statistics dealing with employment projections indicate that this will be an area of significant growth in the late 1970's and in the 80's.

This program is designed to permit its graduates to either transfer to a four-year institution majoring in Management or Business Administration or to enter the job market in entry level management positions.

Graduates receive the Associate in Science Degree.

Business Management

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Accounting 223; 224	Accounting	3	3
Business 107-108	Principles of Business Management	3	3
Law 136-137	Business Law	3	3
Mathematics 104	Introductory Mathematics	3	
	Elective		3
	Physical Education†	(1)	(1)
		15	15
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Economics 131s	Principles of Economics I	3	
Economics 132	Principles of Economics II		3
Business 215	Personnel Management	3	
Business 209-210	Advertising and Sales Promotion	3	3
Business 216	Employee Relations		3
Business 208	Marketing: Principles and Methods	3	
	Liberal Arts Electives	3	6
		15	15

†Course required, but does not carry academic credit.

Community Recreation

For the woman who is interested in recreation, youth leadership and the related fields of human services, Lasell offers a comprehensive program in **Community Recreation**.

Along with required courses in English, Sociology and Science, the Community Recreation major will be introduced to experiences in "in-service" training in the area of recreation under the supervision of qualified faculty and through working with the Newton Y.M.C.A., local nursing homes, day-care centers and in the Lasell campus recreation programs.

The Community Recreation program is designed to prepare the graduate to enter the job market as a recreation aide with an Associate in Science degree, or to transfer to a four-year institution as a major in Recreation.

Community Recreation

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Recreation 101-102	Introduction to Recreation	3	3
	Social Relations Elective	3	3
	Science Electives	3-4	3-4
	Principles of Biology	}	}
	(or)		
	Physical Science		
	(or)		
	Human Biology		
Art 224	Art in Recreation	3	
Recreation 301-302	Recreation Skills	1	1
	Elective		3
		16-17	16-17
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Recreation 201-202	Supervised Field Placement and Recreation Seminar	4	4
	Social Relations Electives	3	3
	Art or Music Electives	3	3
	Electives (Social Relations Recommended)	6	6
Secretarial 109	General Typing	2	
		18	16

Early Childhood Education

The **Early Childhood Education Program** offers a flexible course of study for women who are interested in caring for young children in both home and school settings. Students may elect one of two programs offered.

The Early Childhood Transfer degree is designed to fill the special needs of students who are interested in becoming thoroughly trained kindergarten or elementary school teachers. Basic courses which provide both theoretical and practical knowledge of the field of child growth and development are offered. These students should plan to pursue a baccalaureate degree upon graduation from Lasell. Early Childhood Education transfer majors are strongly urged to have their Lasell programs approved by both their academic advisers and by the college to which they plan to transfer because degree requirements vary from college to college.

The Early Childhood Non-Transfer degree is designed to provide practical understandings and skills necessary for living and working with young children either in the home or school setting. Graduates of this program will be qualified to teach in nursery school or day care programs.

Students in both transfer and non-transfer programs have the opportunity to both watch and participate at the Lasell Child Study Center. The center is a model nursery school under the direction of four master teachers who are trained in the field of Early Childhood Education. The center offers children learning experiences with a wide range of recreational equipment and educational materials currently in use in the best American nursery schools. The center provides Early Childhood Education students the opportunity to observe both individual and group behavior of children in an educational setting. It also provides supervised opportunities for the student to actively work with young children as practicing teachers.

Graduates of either of the Early Childhood Education Programs thus acquire both theoretical knowledge and practical experience in the field of Early Childhood Education.

Early Childhood Education

	FIRST YEAR (All Students)	CREDIT HOURS	
		1st sem.	2nd sem.
Early Ch. Ed. 101-102	Child Development	3	3
English 101-102	Writing	3	3
Physics 101-102	Physical Science or Mathematics	3	3
Psychology 201s	Introductory Psychology	3	
	Electives	3	6
	Physical Education†	(1)	(1)
		15	15

	SECOND YEAR (Nontransfer Students)	CREDIT HOURS	
		1st sem.	2nd sem.
Early Ch. Ed. 201-202	Orientation in Early Ch. Ed.	4	4
Music 106	Music for Childhood Education		3
Art 223s	Art for Childhood Education	3	
Early Ch. Ed. 207s	Children's Literature		3
History 101-102	History of Western Civilization	4	4
(or)	(or)		(or)
History 123-124*	History of American Civilization	3	3
Psychology 204s	Child Psychology		3
	Electives	6	
		16-17	16-17

	SECOND YEAR (Transfer Students)	CREDIT HOURS	
		1st sem.	2nd sem.
Early Ch. Ed. 201-202	Orientation in Early Ch. Ed. }		
	(or)		
	Liberal Arts Electives }	3-4	3-4
Biology 101-102	Principles of Biology	4	4
History 101-102	History of Western Civilization }	4	4
(or)	(or)		(or)
History 123-124*	History of American Civilization }	3	3
Liberal Arts Electives	Literature, History or Economics	3	3
	Liberal Arts Electives	3	3
		16-18	16-18

*Though not generally advisable, students may take one semester of Western Civilization and one semester of American Civilization.

†Course required, but does not carry academic credit.

Executive/Legal Secretarial

The **Executive/Legal Secretarial Program** is designed to produce secretaries equipped with business skills demanded by top employers and, at the same time, to offer the student through electives and extra-curricular experiences a diversified background for effective and enjoyable living.

The technical courses in the program give thorough training in the vocational skills of shorthand and typewriting, operation of business machines, records management, and the professional handling of financial records. The Secretarial graduate is, also, educated to appreciate the special problems of business and to understand and accept responsibility. Supplementary courses chosen from a wide field of Liberal Art studies assist the new secretary to enter upon her career in business not only with vocational competence, but with more confidence, heightened intellectual awareness, and cultural appreciation.

Standards of proficiency in the fundamental secretarial skills of shorthand and typewriting are high, and the student is expected to develop her highest potential to exceed minimum requirements of speed and accuracy in order to achieve success in top secretarial positions. The program is arranged to enable the student to accept, also, employment in the Legal Secretarial field.

Graduates of the program go into responsible careers in the various fields of business wherever well-trained and well-educated women are increasingly in demand — law, insurance, advertising, manufacturing, education, radio and television, electronics, and the many new and developing areas of commerce, industry, science, and government. Secretarial training equips the individual to earn a livelihood immediately with skills that are currently very much in demand, skills which furnish entry into the vocational area of her choice, and where she may build a prolonged career with advancement into positions of leadership.

A special feature of the Secretarial Program is the Business Workshop, where students gain firsthand experience in the use of calculators, voice-writing equipment employing a wide variety of dictation material, and other business machines.

Secretarial students must fulfill the requirements of the curricula as outlined. Those who complete advanced levels of typewriting and shorthand receive diplomas designated "A"; those who complete intermediate levels of type writing and/or shorthand receive diplomas designated "B".

Each student must complete a minimum of 18 Liberal Arts credits.

Executive/Legal Secretarial

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Secretarial 101; 102	Elementary Shorthand	4	4
(or)	(or)		
Secretarial 103; 104	Intermediate Shorthand		
Secretarial 111; 112	Elementary Typewriting	3-2	3-2
(or)	(or)		
Secretarial 113; 114	Intermediate Typewriting		
Secretarial 121s	Business Mathematics		3
Law 136s	Business Law I	3	
Electives	Liberal Arts Electives (Recommended)	3	3
	Physical Education†	(1)	(1)
		15-16	15-16

		1st sem.	2nd sem.
Secretarial 201; 202 (or)	Advanced Shorthand	4	4
Secretarial 103; 104	Intermediate Shorthand		
Secretarial 211; 212 (or)	Advanced Typewriting	2	2
Secretarial 113; 114	Intermediate Typewriting		
Secretarial 231; 232	Secretarial Training	2	2
Secretarial 237s	Business Workshop	1	
Accounting 223; 224 (or)	Principles of Accounting I and II		
Economics 131s (and)	Principles of Economics I	3	3
Accounting 223 (or)	Principles of Accounting I		
Secretarial 240 (and)	Electronic Data Processing		
Accounting 223	Principles of Accounting I		
	Electives	3-6	4-6
		15-18	15-17

†Course required, but does not carry academic credit.

Human Services: Human Services (General Option)

Mental Retardation (Specialist Option)

This program consists of two options for students: one in the field of human services generally and one in the human services specialty of Mental Retardation. Students interested in either possibility take a common set of required courses during their first semester before branching off into either of the two options.

The **Human Services General Option** responds to the directions that the field of human services is now taking. Those directions include:

- community-based residential treatment centers
- community "multi-service centers"
- out-patient day care facilities
- school programs that integrate "normal" and "problem" children
- out-patient medical treatment

Students in this program will supplement appropriate course work with assignments to various agencies for field experience. Consequently, a graduate of the program will be qualified to enter the work world as a paraprofessional assisting in the care of patients, students, or clients. In addition, a graduate of this program may transfer to a four-year program in fields such as social work, rehabilitation counseling, human services, or liberal arts.

Students who are interested in transferring to a program in liberal arts are encouraged to select for their electives courses that are part of a traditional liberal arts education, e.g., philosophy, history, science, math, etc.

The **Mental Retardation Specialist Option**, as an adjunct to the Human Services Program, offers specialization in working with the mentally retarded. Since the Mental Health Act of 1963 treatment for the mentally retarded has received much attention. Helping people with varying degrees of mental retardation to function at the best of their abilities and to approximate "normal" lives with integrity has been and is being achieved through sheltered workshops, community residences, out-patient clinics, and the like. Opportunities abound for qualified, interested paraprofessionals to be a part of this growing field.

Students in this program participate in the general Human Services Program, study mental retardation and learn specific treatment modalities, and actually work in mental retardation agencies during three of their four semesters at Lasell. A graduate of the program will be qualified to enter the field as a paraprofessional assisting in the treatment and education of the mentally retarded, or she may transfer to a four-year program in rehabilitation counseling or social work.

Human Services

		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Psychology 201	Introductory Psychology	3	
Psychology 213	Introduction to Human Services	3	
Psychology 223	Community Resources	3	
Psychology 211	Abnormal Psychology		3
Psychology 214	Supervised Field Placement and Seminar†		6
Sociology 111	Introductory Sociology		3
(or)	(General Option only)		
Psychology 224	(or)		
	Nature and Needs of the Mentally Retarded (Mental Retardation only)		
	Elective (optional Second Semester)	3	3
	Physical Education†	(1)	(1)
		15	15-18

Human Services (General Option)

		CREDIT HOURS	
		1st sem.	2nd sem.
Psychology 215-216	Supervised Field Placement Seminar‡	6	6
Psychology 218	Dynamics of Small Groups	3	
Psychology 219	Small Group Facilitation Techniques and Theory		3
Psychology 202	Psychology of Personality		
(or)	(or)		
Psychology 204	Child Psychology	3	
Sociology 112	Social Problems		
(or)	(or)		
Sociology 214	Sociology of the Family		3
	Elective	3	3
		15	15

Mental Retardation (Specialist Option)

		CREDIT HOURS	
		1st sem.	2nd sem.
Psychology 215-216	Supervised Field Placement and Seminar‡	6	6
Psychology 218	Dynamics of Small Groups	3	
Sociology 111	Introductory Sociology	3	
Psychology 226	Principles and Applications of Behavior Modification	3	
Psychology 219	Small Group Facilitation Techniques and Theory		3
	Electives		6-7
		15	15-16

†Course required, but does not carry academic credit.

‡Course includes eight hours, minimum, weekly in field placement; supervision by staff member at facility and by program faculty person, and weekly two-hour seminar attended by all trainees, field placement supervisor, all faculty in program, and rotating visits from field facility staff. Two of these three semesters of Supervised Field Placement and Seminar shall be in the same site facility.

Liberal Arts

One of the most significant aspects of the Lasell educational ideal is the belief that a young woman's college training ought not to be confined to the area of her vocational specialty alone but that it should also be conducive to a fulfillment of her potentialities as a person and to her contentment and effectiveness as a member of society. The traditional assumption of American education is that the Liberal Arts can make the most important contribution to the realization of the second half of this ideal.

A feature of a Lasell education is the care with which all programs have been organized to achieve a correct balance of technical courses in any of the various fields of specialization offered with courses of a purely cultural nature in the area of the Liberal Arts. Certain minimum requirements in the Liberal Arts are specified in all the curricula, but by a judicious use of her electives a Lasell student can, regardless of her major field, graduate with an introduction to philosophy, the social sciences, literature and the arts sufficient to guide her reading and stimulate her intellectual growth for the rest of her life.

In addition to this basic contribution to the culture of the technically trained student, Lasell also offers a Liberal Arts major leading to the Associate in Arts degree. This major is designed to serve two types of students: the student who wants a full four-year Liberal Arts education and plans to transfer to a senior college after her graduation from Lasell, and the student who shares this belief in the importance of the Liberal Arts in the culture of the individual but who cannot, for any of a variety of reasons, devote four years to their study. In order to qualify for the Associate Degree from the **Liberal Arts Program**, a student must successfully complete one year of a laboratory science or mathematics, at least one year of a foreign language, and 6 credits from the Department of History and Political Economy.

Liberal Arts

	FIRST YEAR	CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
	Foreign Language	3-4	3-4
	Laboratory Science or Mathematics	3-4	3-4
	History, Government or Economics	3	3
	Liberal Arts Electives	3	3
	Physical Education†	(1)	(1)
		15-17	15-17
SECOND YEAR			
	Liberal Arts Electives	15	15

†Course required, but does not carry academic credit.

Medical Assistant

The **Medical Assistant Program** prepares students for future employment in a doctor's office or medical clinic. Skills learned include medical skills in hematology and urinalysis, taking vital signs and patient preparation for examination, as well as secretarial skills in typing, bookkeeping, and transcription. The training includes twelve hours per week in a medical office or clinic during the senior year.

Students are expected to receive grades of C- or better in each of their science and secretarial courses. Students records are reviewed at the end of each semester to see which students may continue with the program.

Successful completion of this program and at least one year of experience qualify a student to take the certifying exam.

Graduates receive the Associate in Science Degree.

Medical Assistant

FIRST YEAR		CREDIT	HOURS
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Biology 105-106	Anatomy and Physiology	4	4
Secretarial 111-112	Elementary (or) Intermediate Typewriting	2-3	2-3
Med. Ass't. 108	Introduction to Medical Assisting		2
Psychology 201s	Introductory Psychology	3	
Secretarial 134	Medical Terminology		1
	Electives (Biology 104; 107 and Spanish 101; 102 recommended)	3-6	3-6
	Physical Education†	(1)	(1)
		15-19	15-19
SECOND YEAR		CREDIT	HOURS
		1st sem.	2nd sem.
Secretarial 233	Medical Secretarial Practice	3	
Secretarial 226	Professional Bookkeeping		3
Med. Ass't. 204s	Medical Laboratory Techniques	4	
Med. Ass't. 208	Medical Assistant Techniques	3	
Secretarial 242	Medical Transcription		1
Med. Ass't. 214	Medical Assistant Externship		5
Med. Ass't. 202	Biological Basis of Disease		3
	Electives (Secretarial 113; 114 or 211; 212 recommended)	5-6	5-6
		15-16	17-18

† Course required, but does not carry academic credit. Medical Assistants must take 2 units of First Aid.

Medical Laboratory Technician

The medical laboratory offers limitless career opportunities. Here, pathologists, medical technologists, cytotechnologists, technicians and laboratory assistants work together to track down causes of diseases and to determine the presence, extent or absence of diseases. This work requires the operation of an array of precision scientific instruments and the performance of a number of laboratory tests.

The demands for laboratory service have increased tremendously. Positions are available in all parts of the country, in hospitals, clinics, physicians' offices, public health agencies, industrial, pharmaceutical and medical laboratories.

The **Medical Laboratory Technician Program** at Lasell includes laboratory work in clinical laboratories associated with Lasell. Here the student performs a variety of procedures, ranging from collecting blood specimens and staining slides for microorganisms to analyzing the chemical components of body fluids. It is necessary for one clinical laboratory experience to be completed in the summer after the first year at a facility close by to Lasell and arranged by Lasell. All students enrolled in the program are expected to receive a C grade or better in each science course. All students are reviewed at the end of each semester to see who will be allowed to continue in the program.

Upon completion of this program the student will receive an Associate in Science Degree and will be eligible to take the test for certification as a Medical Laboratory Technician.

Medical Laboratory Technician

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Biology 105-106	Anatomy and Physiology	4	4
Chemistry 101-102	College Chemistry	4	4
M. L. T. 110	Clinical Laboratory Techniques I	4	
Biology 107s	Microbiology		4
	Physical Education†	(1)	(1)
		15	15
SUMMER SESSION (7 weeks)			
M. L. T. 206 A or B or C	Clinical Laboratory Rotation	5	
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Math 106	Introduction to Statistics	3	
Math 201	Calculus		3
M. L. T. 206A (and/or)			
M. L. T. 206B (and/or)			
M. L. T. 206C	Clinical Laboratory Rotations	5	5
Chemistry 201	Chemical Laboratory Techniques	3	
M. L. T. 210	Clinical Laboratory Techniques II		3
	Electives	3-6	3-6
		14-17	14-17

†Course required, but does not carry academic credit.

Medical Secretarial

Many young women today are interested in pursuing careers in the expanding medical field. For those who do not wish to undertake the professional training necessary to become a doctor of medicine or a registered nurse, the position of medical secretary offers a challenging and rewarding alternative. Employment opportunities are nearly unlimited in doctors' offices, hospitals, clinics, medical departments of insurance companies, state or city health departments, pharmaceutical houses, and in many other offices where a combination of secretarial and scientific training is an indispensable requirement.

The **Medical Secretary Program** is designed to equip the student to manage the medical office efficiently through training in routine office procedures, handling appointments, greeting patients, and keeping financial records. Emphasis is also placed on medical terminology, typing, and transcription of medical material from machine dictation. Based on a foundation of science courses, further training is included in performing routine clinical laboratory tests, and in clinical assisting techniques, enabling the student to work directly with the doctor and the patient.

The program is offered with two options — with, or without, the shorthand courses. The transcription of medical material is usually from dictation on tapes and cassettes, training for which is given in both options. The student who does wish to acquire the shorthand skill, however, can round out her ability for any type of secretarial position, as well as for the occasional medical office where it would be helpful.

Medical Secretarial students must fulfill the requirements of one of the two curricula as outlined. Each student must complete a minimum of 18 Liberal Arts credits.

Medical Secretarial

(Without Shorthand)

FIRST YEAR

CREDIT HOURS

		1st sem.	2nd sem.
English 101-102	Writing	3	3
Secretarial 111; 112 (or)	Elementary Typewriting		
Secretarial 113; 114 (or)	Intermediate Typewriting	3-2	3-2
Secretarial 121	Business Mathematics		3
Secretarial 237	Business Workshop		1
Secretarial 134	Medical Terminology and Procedures		1
Liberal Arts Electives	Biology 101-102 or	4-3	4-3
	Biology 103-104 (Recommended)		
	Electives	6	3
	Physical Education †	(1)	(1)
		<u>14-16</u>	<u>16-18</u>

SECOND YEAR

CREDIT HOURS

		1st sem.	2nd sem.
Secretarial 213; 214	Medical Typewriting	2	2
Secretarial 233	Medical Secretarial Practice	3	
Secretarial 226	Professional Bookkeeping		3
Med. Ass't. 208	Medical Assistant Techniques	3	
Secretarial 242	Medical Transcription I	1	
Secretarial 243	Medical Transcription II		1
Med. Ass't. 204	Medical Laboratory Techniques		4
	Electives	6-7	6-7
		<u>15-16</u>	<u>16-17</u>

Medical Secretarial

(With Shorthand)

FIRST YEAR

CREDIT HOURS

		1st sem.	2nd sem.
English 101-102	Writing	3	3
Secretarial 101; 102 (or)	Elementary Shorthand		
Secretarial 103; 104 (or)	Intermediate Shorthand	4	4
Secretarial 111; 112 (or)	Elementary Typewriting		
Secretarial 113; 114 (or)	Intermediate Typewriting	3-2	3-2
Secretarial 134	Medical Terminology and Procedures		1
Liberal Arts Electives	Biology 101-102 or	4-3	4-3
	Biology 103-104 (Recommended)		
	Electives	3	3
	Physical Education †	(1)	(1)
		<u>15-17</u>	<u>16-18</u>

SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Secretarial 201; 202 (or)	Advanced Shorthand	4	4
Secretarial 103; 104	(or)		
Secretarial 213; 214	Intermediate Shorthand		
Secretarial 233	Medical Typewriting	2	2
Secretarial 226	Medical Secretarial Practice	3	
Med. Ass't. 208	Professional Bookkeeping		3
Secretarial 242	Medical Assistant Techniques	3	
Secretarial 243	Medical Transcription I	1	
Med. Ass't. 204	Medical Transcription II		1
	Medical Laboratory Techniques		4
	Electives (Secretarial 237, Business Workshop recommended)	3-4	1-4
		16-17	15-18

Nursing

The Lasell **Nursing Program** provides two academic years and one Summer of carefully integrated academic education and clinical experience leading to an Associate in Science degree. Upon completion of this program the student is eligible to take the Massachusetts State Board examination for licensure as a Registered Nurse (RN).

Laboratory sciences, Liberal Arts courses and Nursing subjects are combined with clinical experience at the Newton-Wellesley Hospital, Boston Hospital for Women, Children's Hospital Medical Center, Glover Memorial Hospital, Westwood Lodge, Human Resources Institute and the Weston Manor. Patient care is closely correlated with the classroom instruction and supplemented by ward conferences to make the learning process effective and meaningful in major areas of nursing.

In accordance with the philosophy of the College, we believe that the program in Nursing will assist the students to develop their potentials and interests so that they may be better prepared for successful, responsible and useful living. This program emphasizes small group conferences and individual attention to assist the students to meet their learning needs. In this way, the students can best adapt and grow to realize their fullest potential.

We believe that the Lasell Nursing Program will provide the student with the advantages of a general education and enable her to acquire the knowledge, skills and attitudes which will assure competency for employment in a first-level nursing position.

We believe that the Nursing Program, centered in a collegiate environment, will prepare graduate nurses of sound quality and judgment, who will be competent in giving direct nursing care.

We believe that an associate degree Nursing Program should emphasize theoretical knowledge and basic nursing skills which will provide a foundation for further professional growth and continuing education, both formal and informal.

ENTRANCE REQUIREMENTS

A student applying for the Lasell **Nursing Program** should be able to submit an above-average college preparatory record of sixteen units, including four units of English, two units in mathematics, two units in science (one of which should be chemistry), and two units in social studies. Two years or more of a foreign language are strongly advised. A Nursing candidate must be in excellent physical health and have ability and character ratings that indicate success in the nursing profession. Finally, she must be a person with a sincere desire to dedicate her interests and energies to the finest traditions of the nursing profession.

All Nursing students are required to carry a minimum of 12 semester hours with the exception of the summer session.

Nursing

FIRST YEAR

CREDIT HOURS

1st sem.	2nd sem.
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English 101-102	Writing	3	3
Biology 105-106	Anatomy and Physiology	4	4
Nursing 101*	Nursing I	6½	
Nursing 102*	Nursing II		6½
Psychology 201s	Introductory Psychology	3	
Psychology 204s	Child Psychology		3
Early Ch. Ed. 104	Child Growth and Development		1
	Physical Education†	(1)	(1)

16½	17½
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SUMMER SESSION (8 weeks)

Nursing 103*

Nursing III

9

SECOND YEAR

CREDIT HOURS

1st sem.	2nd sem.
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Nursing 201*	Nursing IV	7	
Nursing 203s*	Nursing V	3	
Biology 107	Microbiology	4	
Sociology 111s	Introductory Sociology	3	
Nursing 202*	Nursing VI		7
Nursing 204	Nursing VII		1
Sociology 112s	Social Problems		
(or)	(or)		
Psychology 210s	Adolescent Psychology }		3
	Electives }		6

17	17
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†Course required, but does not carry academic credit.

*Clinical experience at affiliated hospitals. 4 clinical hours carry 1 semester hour of credit.

Open Studies

In recognition of the almost endless variations in background, interest, and talent that exist in any representative group of young women, Lasell has long made it a policy to assist in the arrangements of individual programs calculated to satisfy the needs and fulfill the potentialities of students whose aims or natural gifts seem to point in a direction not covered by any of the more or less standard collegiate curricula. In addition to the major fields outlined in the preceding pages, the College offers an **Open Studies Program**; this permits the student a certain latitude in her choice of subjects, the underlying principles being that the completed program must meet the student's serious vocational or personal needs, and that it must form, in the opinion of the student's adviser, a coherent and integrated plan of study without falling into the extremes of overspecialization or random distribution.

The **Open Studies Program** is built around a core of Liberal Arts electives, but with the added possibility of a number of electives both years in non-Liberal Arts subjects. The curriculum is designed for the student who would like to combine a liberal education with the opportunity to follow a side interest in one of the arts or to equip herself with the fundamentals of some of the basic skills of the business office. In addition, this program appeals to the student who wishes to pursue a Liberal Arts program at Lasell without meeting the distribution requirements in science and/or language.

A student in Open Studies must elect a minimum of 36 semester hours of Liberal Arts Courses.*

Graduates receive the Associate in Arts Degree.

*Liberal Arts Courses are so designated by an asterisk in the Course Descriptions Section of this Catalogue.

Physical Therapist Assistant Program

The **Physical Therapist Assistant Program** prepares students to assist professional physical therapists in rehabilitating patients disabled by illness or accident or patients possessing a birth handicap. The assistant will learn to utilize heat, cold, light, water, massage, sound, exercise, and other physical means. A high level of skill in the use of these physical means will be developed through both classroom and clinical experiences. Area physical therapy departments will be used for the students' clinical experiences.

Students are expected to receive at least a C- in each science course and each physical therapy course undertaken. All students will be reviewed at the end of each semester regarding their academic performance and progress in the Program.

The Associate in Science Degree is awarded to graduates of this Program. Employment opportunities exist in hospitals, clinics, health service agencies, and nursing homes which have physical therapy departments.

Physical Therapist Assistant

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Biology 105-106	Anatomy & Physiology	4	4
Psychology 201	Introductory Psychology	3	
Physical Science 101	Physical Science	3	
Physical Therapist Assistant 101	Physical Therapist Assistant I	4	
Physical Therapist Assistant 102	Physical Therapist Assistant II	1	
Early Childhood Education 104	Child Growth & Development		1
Psychology 202	Psychology of Personality		3
Physical Therapist Assistant 103	Physical Therapist Assistant III		4
	Elective		3
	Physical Education †	(1)	(1)
		18	18
SUMMER SESSION (4 weeks)			
Physical Therapist Assistant 104	Clinical Experience I	3	
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Physical Therapist Assistant 201	Physical Therapist Assistant IV	3	
Physical Therapist Assistant 211	Kinesiology	2	
Psychology 212	Psychology of the Life Span	3	
Physical Therapist Assistant 202	Physical Therapist Assistant V		3
Physical Therapist Assistant 203	Physical Therapist Assistant VI		3
Physical Therapist Assistant 204	Clinical Experience II		3
Physical Therapist Assistant 205	Clinical Experience III		3
	Electives	6-7	
		14-15	12

† Course required, but does not carry academic credit.

Retailing/Merchandising

This program is structured to provide a functional understanding of the major divisions of operation and responsibility within the field of retailing. Prime areas of concentration include merchandising and buying, personnel administration, and advertising. Students are provided opportunities to analyze and evaluate situations related to the role of the retail executive. This method presents a means of study through the "decision-making process" by exploring, evaluating, and discussing involved controversial issues and problems.

During the Christmas season, which starts after Thanksgiving, both freshmen and seniors are afforded the opportunity to participate in supervised field work assignments. Freshmen are placed in the Boston area, including the fashionable suburban stores. Seniors may be assigned outside the local areas in keeping with predetermined established standards. Arrangements for field work are made only after approval of all prerequisites and requirements of the Retailing Department have been met. Following each field work assignment, individual performance is carefully evaluated. Opportunity for discussion of each assignment follows the field-work period.

In addition to the fundamentals of Retailing, the following related courses of instruction are included: advertising, principles of marketing, economics, and psychology, and principles of business management.

These courses are designed to provide a well-balanced and oriented adjunct to the basic design and structure of the **Retailing/Merchandising Curriculum**. In context, the combined courses are intended to qualify the student to attain insight and maturity which can be applied to her chosen area of career specialization. Lasell is advantageously located within easy access to several large shopping centers which makes possible supplementary field-work assignments and classroom projects. Each phase of the **Retailing/Merchandising Program** is carefully planned in the interest of qualifying the graduate for executive responsibility.

Graduates receive the Associate in Science Degree.

Retailing/Merchandising			
FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Retailing 101	Retail Organization	4	
Retailing 102	Principles of Retailing		3
Secretarial 109; 110	General Typing (if necessary)	2	2
Secretarial 121s	Business Mathematics	3	
Psychology 201s	Introductory Psychology	3	
Sociology 111s	Introductory Sociology	3	
	Electives		7-9
	Physical Education†	(1)	(1)
		16-18	13-17
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Retailing 209-210	Retail Advertising and Sales Promotion	3	3
Retailing 208	Marketing	3	
Economics 131s	Principles of Economics I	3	
Retailing 201	Retail Store Practices	4	
Retailing 202	Retail Management Practices		3
Retailing 215	Personnel Management	3	
Retailing 216	Employee Relations		3
Electives	Liberal Arts Electives recommended		6
		16	15

†Course required, but does not carry academic credit.

Course Descriptions

Courses designated with an * are considered Liberal Arts courses.
Numbers in parentheses indicate semester hours of each course.

Art and Music

ART

103-104. ENCOUNTER WITH ART*

(3; 3)

Lectures, slides, films, field trips and seminars will be used to explore the visual arts from many points of view. Painting, sculpture, architecture and other art forms from various periods will be used to study selected topics from the history of art.

105-106. DESIGN AND COLOR

(3; 3)

This studio and lecture course covers the fundamentals of design, with emphasis upon the exploration and use of varied materials and media.

107. WATERCOLOR I

(3)

Students experiment in a wide variety of techniques in watercolor and other water-based media. (course offered alternate years)

108. WATERCOLOR II

(3)

A continuation of Art 107 in which increasingly more advanced problems in watercolors are explored. Each student's individual interest in subject and method will determine emphasis designed to meet needs in the development of expressive styles. (course offered alternate years)

109. CERAMICS I

(3)

Introduction to hand-building methods in clay and throwing on the potter's wheel. Basic study of glazes, glazing and kiln-firing.

110. JEWELRY I

(3)

Introduction to the design of jewelry, the basic techniques, and the use of tools and various metals, materials and stones.

111. WEAVING OFF THE LOOM

(3)

Introduction to the fundamentals of basic weaving. Initial work with hand manipulated techniques aims at understanding the structure and expressionistic qualities of various fiber types.

112. WOMEN IN ART*

(3)

Introduces women artists from the sixteenth century to the present. A survey of the changing images of woman from pre-history to modern times will be included. The past and present status of the woman artist will be discussed. Varied views regarding reasons for the cultural neglect of the woman artist will be considered. (course offered alternate years)

113-114. FUNDAMENTALS OF DRAWING

(3; 3)

Varied aspects of drawing are presented, including concentration on line, form, shading, light and perspective. A variety of media and subjects are included.

115. EXPERIMENTAL PRINTMAKING

(3)

A beginner, intermediate course in relief and intaglio printmaking. The class works with blocks and plates, as lino, zinc, plastic, wood, card, natural and found objects in the making of multiple impressions, using an electrified etching press.

116. INTRODUCTION TO INTERIOR DESIGN

(3)

The principles of color, planning and design as applied to residential and business problems, complemented by a survey of contemporary trends in environment design.

117. ENAMELING

(3)

Introduces the student to the ancient technique of applying a finely ground vitreous substance, usually a combination of frit (clear glass) and metallic oxides (for color), to a base metal by fusing through a concentration of heat. The student will explore the resources of the medium and the various aspects of it as an expression of the fine arts. (course offered alternate years)

126. PORTFOLIO I

(1)

Assists the students in assembling, as professionally as possible, a portfolio of their best work from all of their other courses. Freshmen will carry their work into their Senior Year toward a more selective, final presentation.

203. PAINTING I

(3)

The student explores varied compositional and technical problems in oil paint, acrylics and varied water-based paints. (course offered alternate years)

204. PAINTING II

(3)

Continuation of Art 203 with the opportunity for progressively more advanced painting problems. Prerequisite: 203. (course offered alternate years)

205. FIGURE DRAWING I

(3)

Various exercises including gesture, contour and shading studies from live models form the basis of this free and natural approach to drawing the human figure.

- 206. FIGURE DRAWING II** (3)
A great variety of approaches to the figure are used in different media such as pen and ink, pastels, watercolor, tempera and experimental, mixed media. Students are expected to make more interpretive, personal statements about the figure. Prerequisite: 205.
- 207. ADVANCED DESIGN** (3)
A studio-lecture course which involves the students in a critical exchange of ideas while exploring various concepts of the elements of design as applied to various media. Prerequisite: 105-106.
- 208. THREE-DIMENSIONAL DESIGN** (3)
A studio-lecture course which allows the students to explore in a workshop atmosphere the concepts of three-dimensional design in various media with technical competence. The media may include wood, metal, cardboard, plaster, styrofoam, soft materials, etc. (course offered alternate years)
- 209. JEWELRY II** (3)
Students explore the potentials of metal as a medium for self-directed work while developing technical competence and skill in using various materials and stones. Prerequisite: 110. (course offered alternate years)
- 210. CERAMICS II** (3)
Students explore the characteristics of clay as a medium of self-expression while developing skill on the potter's wheel and technical competence in glazing. Prerequisite: 109. (course offered alternate years)
- 217-218. ADVERTISING DESIGN** (6)
The design of visuals, comprehensives and mechanicals for the graphic arts media; newspapers, magazines, direct mail, posters, and packaging within the limitations of photo-mechanical reproduction.
- 219s. PHOTOGRAPHY I** (3)
A basic foundation in negative and positive printing techniques and explores the aesthetic concepts of the medium.
- 220. PHOTOGRAPHY II** (3)
Continuation of Photography I. Deals with a broad range of aesthetic concerns in contemporary photography with an emphasis on negative and print quality. A portfolio of quality prints is the course objective. Prerequisite: 219. (course offered alternate years)
- 223s. ART FOR CHILDHOOD EDUCATION** (3)
Designed for those Early Childhood Education students who will be teaching young children. Students will experiment with a wide variety of materials to develop an understanding of creative art experiences and their value to the child.
- 224. ART IN RECREATION** (3)
General introduction to various forms of art activities applicable to recreational programs, ranging from camp, community, day-care centers, nursing homes, hospitals and playground settings. Designed for the Community Recreation major, but open as an elective to other students.
- 226. PORTFOLIO II** (1)
The assembling of a final portfolio for Seniors in preparation for transfer to a four year program or for employment purposes. Reviewed by Art Department.
- 250. INTRODUCTION TO CINEMATOGRAPHY** (3)
Through the actual production of films, provides the student with the opportunity to explore various areas of Super 8 filmmaking. Students will work on individual and group productions.
- 400. INDEPENDENT STUDY** (3)
For Seniors only, during second semester, with Departmental approval.

MUSIC

- 101. ENCOUNTER WITH MUSIC*** (3)
A study in the enjoyment and appreciation of music from the standpoint of the general listener. The history and development of music from Johann Sebastian Bach through the Mennheim and classic periods will be studied in detail. Particular emphasis placed on symphonic form and the orchestra.
- 102. ENCOUNTER WITH MUSIC*** (3)
Continuation of Music 101 covering music from Beethoven and Schubert, the Romantic period, to twentieth century music through Stravinsky.
- 105. CHORUS** (1)
Provides a wide repertoire of choral experiences for those who enjoy singing. Includes popular, semi-classical, and classical selections. Opportunity to sing in at least two concerts each year. Students may enroll each semester they are at the College for one credit per semester.
- 106s. MUSIC FOR CHILDHOOD EDUCATION** (3)
Devoted to the teaching of music for children with emphasis on song, rhythmic games, appropriate serious music and toy instruments. An organized repertoire of songs and games suitable for actual use in kindergarten and elementary school teaching is prepared during the semester for each individual student. All students who plan to take the course are required to take a placement test in the spring of their first year to determine their competency at the piano.
- 111s. MUSICAL COMEDY*** (3)
A survey of the rise of the musical comedy from origins in England in the 18th century (Gay's THE BEGGAR'S OPERA) and thence to the 1920's in the United States. Works by Kurt Weill, Jerome Kern, Oscar Hammerstein II, Richard Rodgers, George Gershwin, Leonard Bernstein, Cole Porter, Lerner and Loewe, Meredith Wilson, and others will be studied.

201. OPERA AND MUSIC DRAMA I***(3)**

Like Music 101 and 102, a study in the enjoyment of music from the standpoint of the general listener, with the difference that the emphasis is on music written for the human voice and orchestra. Operatic works by Monteverdi, Purcell, Gluck, Mozart and Rossini studied in detail.

202. OPERA AND MUSIC DRAMA II***(3)**

Continuation of Music 201 and covers operatic works by Donizetti, Verdi, Wagner, Bizet, Richard Strauss and Stravinsky.

203. POPULAR MUSIC***(3)**

A detailed investigation of the rise of popular music in the United States with particular emphasis on the development of rock music and its derivatives. Musical examples from Elvis Presley to the Beatles and other English groups including the Rolling Stones, Eric Clapton, the Who, and American artists Alice Cooper, Jimmy Hendrix, Janis Joplin, Bob Dylan et al.

246. CONTEMPORARY MUSIC***(3)**

Beginning with the works of Claude Debussy, surveys the output of Mahler, Stravinsky, Berg, Schonberg, Weber, and certain American composers, among them Aaron Copland. While the emphasis will be placed on the contemporary symphonic literature, certain works of smaller groups and vocal combinations will also be included.

APPLIED MUSIC

Applied music available for beginners and for students in all stages of advancement. Lessons in voice, piano and organ, and other instruments may be taken.

Business**107. PRINCIPLES OF BUSINESS MANAGEMENT I****(3)**

Provides a working concept of business practices, as applied to structure, methods, policies, and objectives. Specific businesses analyzed and discussed in terms of operational practices, procedures, and profit motives.

108. PRINCIPLES OF BUSINESS MANAGEMENT II**(3)**

An emphasis on small business. Location, plant lay-out, financial problems, forms, purchasing, inventory and improvement of small business enterprises.

208. MARKETING: PRINCIPLES AND METHODS**(3)**

Fundamentals of the nature of marketing will be presented and evaluated to specific functions and institutions. The market for consumer goods will be discussed and will include motivations, behavior, money and fashion. Emphasis placed upon marketing in relation to the retailing and wholesaling of consumer goods. Policies and practices as applied generally to marketing research will involve product development, selection, channels of distribution buying, physical distribution selling, and policies. Pricing under competitive conditions, social benefits of competition and government regulations.

209-210. PRINCIPLES OF ADVERTISING**(6)**

A broad view of advertising dealing with its planning, creation and execution in relation to the marketing cycle. Study will include the organization and operation of the advertising agency, publicity, public relations, behavioral sciences, budgeting and planning based on company's objectives. The creative techniques of art, layout, copywriting will be covered as well as production techniques for both print and broadcast media. A complete review will be made of all promotional media as relates to buying and selection procedures.

215. PERSONNEL MANAGEMENT**(3)**

Factual presentation and discussion of personnel management within the structure of the business organization. Its purpose and specific functions presented and evaluated. Case studies used in developing discussion within each area of responsibility. Also the role of Labor Relations in the Personnel structure defined and analyzed.

216. EMPLOYEE RELATIONS**(3)**

Subject will be approached as it pertains to the anticipated responsibility of the junior executive in the supervision of personnel. Functions of the executive will be analyzed and discussed. In developing responsibility, the class will participate in role playing, sensitivity discussion and analyzing employee relations, issues and problems.

Community Recreation**101-102. INTRODUCTION TO RECREATION****(6)**

A foundation in concepts, principles and information concerning the fundamentals of professional leadership in recreation, youth leadership and related fields of human services. The student is introduced to the significant resources in community recreation services.

201-202. SUPERVISED FIELD PLACEMENT AND RECREATION SEMINAR**(8)**

An opportunity to experience in-service training in the area of recreation under the supervision of a qualified faculty member.

Developmental Offerings

001. READING AND STUDY SKILLS

(0)

A five-week course designed to help students improve their reading ability and study skills. Concentrates on such areas as reading speed, reading comprehension and study habits. Direct application to text material from students' regular college courses. Meets five times a week in small group sessions. Offered through Learning Skills, Inc. of Putney, Vermont. (A fee is charged by Learning Skills for participation in the course.) Open to all Lasell students on a voluntary basis. No academic credit given.

002. REMEDIAL ENGLISH WORKSHOP

(0)

A seven-week course scheduled during the Fall Semester for students having difficulty with the work in their required Writing 101 course. Concentrates on improving basic writing skills using materials and assignments from a student's Writing 101 section. Close coordination with required papers in 101. Entrance to the Workshop through referral by Writing 101 faculty, other Lasell faculty members or student self-referral. Meets three times per week in small group sessions. In addition to the instructor, peer tutors are available to help students. Open to all Lasell students. No academic credit given.

003. REMEDIAL MATHEMATICS LABORATORY

(0)

A seven-week course to assist students in overcoming past deficiencies in mathematics and to help negate mathematics anxieties and attitudes of math avoidance. Concentrates on arithmetic and lower-level algebra covering such areas as: measurement, fractions, ratios, metric units, sign numbers, decimals, percents, graphs, and simple algebraic problems. For students requiring a strengthened background in math in order to be successful with their specific academic programs or for students simply wishing to improve themselves in math. Meets in small group sessions with opportunity for drop-in individualized instruction. Math instructor assisted by peer tutors. Members of psychology faculty lead small group sessions devoted to overcoming students' math anxieties. Entrance through faculty referral or student self-referral. Open to all Lasell students. No academic credit given.

Early Childhood Education

101-102. CHILD DEVELOPMENT

(6)

Growth and development of children from conception through adolescence (with emphasis on infancy and the pre-school years) as observable from the child's daily life and activities. Class discussions concern characteristic behavior as related to the growth sequence; the influences of adult guidance; and the health, welfare and social environment of young children.

104. CHILD GROWTH AND DEVELOPMENT

(1)

Required of all students in the Nursing Program. Overview of the child's formative years.

201-202. ORIENTATION IN EARLY CHILDHOOD EDUCATION

(8)

A survey of the field of early childhood education. Discussions cover the essentials of good education for young children; methods by which the modern nursery school and kindergarten seek to meet the physical, social, emotional, and intellectual needs of young children; qualifications for teachers of young children; and career opportunities in the field. Three hours per week at the Lasell Child Study Center provide opportunity for practical experience in the observation of childhood development and behavior. Prerequisite: 101-102.

207s. CHILDREN'S LITERATURE

(3)

Includes a survey of the place of children's literature in the education of the young child. The lectures, reading and discussions focus on the historical influences, as well as, the evaluation and selection of contemporary books. Emphasis is given to the development of necessary skills and techniques, including reading and telling children's stories, and the use of audio-visual materials.

211s. THE EXCEPTIONAL CHILD

(3)

The classification and general characteristics of emotionally handicapped, mentally retarded, blind and deaf children with emphasis on their special needs during the preschool and elementary school years. Prerequisite: 101-102.

English

All Freshmen take English 101-102 (Writing). In the second semester of her Freshman year the student may have a choice of one of several English 102 offerings with different thematic emphases, though the essential concern of the course is still on developing her writing skills.

ENGLISH

101-102. WRITING*

(3; 3)

Concentrates on improving the student's attitude toward writing as well as the writing itself. The student can expect to write informal exercises, non-graded papers, graded papers, and journals. She can also expect to share some of her writing with an audience, to help others improve their writing, and to be involved in evaluating some of her own work. In addition to doing the reading for the course, the student will view films and participate in writing workshops. Scheduled individual conferences with the instructor are for the purpose of working on the student's particular writing projects and problems.

123; 124. THE HISTORY OF AMERICAN CIVILIZATION*

(3; 3)

(See History and Political Economy 123; 124. The American Literature survey and American Urban Literature are alternative discussion sections for those receiving English credit. (course offered alternate years)

201; 202. ENGLISH LITERATURE: SELECTED THEMES AND WRITERS*

(3; 3)

A survey that each semester offers a special thematic approach to the study of English literature. Various authors, from Chaucer and Shakespeare to Shaw and Yeats, are studied within such contexts as: convention and revolt; the hero and the heroine; or evil and decadence.

- 203. ADVANCED WRITING*** (3)
Designed to develop writing skills well beyond the level of Freshman English, with the principal emphasis to be announced each year: journalistic writing, the writing of poetry or the writing of fiction. The student's own work comprises the basic material to be studied, but texts and other assignments are used as needed.
- 207s. MODERN DRAMA*** (3)
The keynote of this course is variety and is chronological in structure. Emphasis will be placed upon the methods used and the themes embraced by playwrights of America and Western Europe who have endeavored to instruct and to please audiences of today and of the recent past.
- 208. THE LITERATURE OF FANTASY AND MYSTERY*** (3)
A selection of myth, folklore, science fiction and detective fiction. Principal topics will include man's literary attempts to deal with the unknown and his need for mystery. Typical authors studied will be Poe, Barthelme, Fowles, and Burgess.
- 209. CHILDREN IN LITERATURE*** (3)
The nature of the child as revealed in representative modern literature is considered. Particular topics: the child as criminal and in relation to the criminal system, the child against the background of a critical historical situation, and the child as a rebel against his society.
- 215; 216. THE BRITISH NOVEL*** (3; 3)
Some background is provided on the history of the novel in the British Isles from its Elizabethian origins onward, but the principal emphasis is on the great figures of the past two centuries. Reading for the first semester ranges from the Brontës to Joseph Conrad, while the second semester concentrates on significant authors and trends from about 1914 to the present (course offered in alternate years).
- 217; 218. CONTEMPORARY LITERATURE*** (3; 3)
Representative English, American, and continental literature of the modern period with an emphasis on existential thought, alienation, and such literary movements as realism, naturalism, surrealism and the absurd.
- 221. THE CITY IN LITERATURE*** (3)
Through the use of selected texts, traces the history and meaning of the city as it has appeared in literature from ancient times to the present. In addition to analyzing the use of the city as a major metaphor in literature, offers the student an opportunity to study various authors' interpretations of the altering forms of man's principal location of habitation through time.
- 223-224. FILM AND LITERATURE*** (3; 3)
The historical development, techniques and critical appreciation of significant films.
- 225. THE SHORT STORY*** (3)
Development of the short story as a Twentieth Century form, critical and creative approaches.
- 227. THE LITERATURE OF TRAVEL AND ADVENTURE*** (3)
Selected readings in the literature of travel and adventure, from classic and contemporary sources.
- 301; 302. SEMINAR* (See page 19)** (3; 3)

Foreign Languages

FRENCH

- 101-102. ELEMENTARY FRENCH*** (8)
Fundamental spoken and written French and an introduction to the culture of present-day France, with extensive use of the Language Lab. The second semester includes basic supplementary materials geared to the individual career goal of students majoring in Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who do not present French for admission or who have had no more than two years of secondary school French with a grade of C— or less.
- 105-106. INTERMEDIATE FRENCH*** (8)
A review of basic grammar with special attention to the development of audio-lingual and writing skills. Selected readings, language lab materials and class discussion deal with life in France today. Students in career courses such as Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. will be given supplementary, individualized materials of practical use in their majors. Open to students who have completed French 101-102 with a grade of C— or better or who present two or three years of secondary school French.
- 201-202. ADVANCED FRENCH*** (6)
An advanced review of grammar with frequent oral and written practice. Special attention given to the reading and discussion of selected twentieth century prose and cultural articles. For students in career courses advanced supplemental materials will be included to cover areas of specialization in Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who have successfully completed French 105-106, who have had three or four years of secondary school French or with the consent of the instructor.
- 400. INDEPENDENT STUDY* (See page 19)** (3; 3)

ITALIAN

101-102. ELEMENTARY ITALIAN*

(8)

Essentials of spoken and written Italian and an introduction to the culture of contemporary Italy, with extensive use of the Language Lab. Second semester includes basic supplementary materials geared to the individual career goals of students in areas such as Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who do not present Italian for admission or who have had no more than two years of secondary school Italian with a grade of C- or less.

105-106. INTERMEDIATE ITALIAN*

(8)

A review of basic grammar with special attention to the development of audio-lingual and writing skills. Selected readings, language lab materials and class discussion deal with contemporary Italy. Students in career courses such as Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. will be given supplementary, individualized materials of practical use in their majors. Open to students who have completed Italian 101-102 with a grade of C- or better or who present two or three years of secondary school Italian.

400. INDEPENDENT STUDY* (See page 19)

(3; 3)

SPANISH

101-102. ELEMENTARY SPANISH*

(8)

Fundamental spoken and written Spanish and an introduction to the culture of present-day Spain and Latin America, with extensive use of the Language Lab. The second semester includes basic supplementary materials geared to the individual career goals of students majoring in Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who do not present Spanish for admission or who have had no more than two years of secondary school Spanish with a grade of C- or less.

105-106. INTERMEDIATE SPANISH*

(8)

A review of basic grammar with special attention to the development of audio-lingual and writing skills. Selected readings, language lab materials and class discussion deal with life in Spain and Latin America today. Students in career courses such as Early Childhood Education, Nursing and related medical fields, Business and Retailing, Secretarial Science, etc. will be given supplementary, individualized materials of practical use in their majors. Open to students who have completed Spanish 101-102 with a grade of C- or better or who present two or three years of secondary school Spanish.

201-202. ADVANCED SPANISH*

(6)

An advanced review of grammar with frequent oral and written practice. Special attention is given to the reading and discussion of selected twentieth century literature. For students in career courses advanced supplemental materials will be included to cover areas of specialization in Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who have successfully completed Spanish 105-106, who have had three or four years of secondary school Spanish or with the consent of the instructor.

400. INDEPENDENT STUDY* (See page 19)

(3; 3)

History, Political Economy and Philosophy

HISTORY AND GOVERNMENT

100. THE HUMAN EXPERIENCE*

(3)

An introduction to history with topics varying from year to year, e.g., modernization, the family, war and peace, sex; designed to introduce the student to non-chronological, analytical, and interpretive approaches to history.

101. WESTERN CIVILIZATION TO 1300*

(3)

An interdisciplinary approach to the development of Western humanity with concentration upon the cultural, literary, artistic, and philosophic, and passing reference to the political and economic. Lectures will cover, in more or less chronological pattern, pre-history to the Renaissance. Students will choose a weekly discussion group which will concentrate on either literary or philosophic materials beyond the text. (May be taken for credit either in the English or History Department.)

102. HISTORY OF WESTERN CIVILIZATION: 1300 TO THE PRESENT*

(3)

A continuation of History 101 and covers the history of western civilization from the Renaissance through the mid-twentieth century. Points up developments which have shaped the life of today.

103. GEOGRAPHY*

(3)

The scope of geography in survey fashion: the method of geography; population study; technology; climate and weather; soils and vegetation; economics and politics in their geographical context; the development and role of cities; map reading and interpretation. Regions to be covered include the tropics, subtropics, continents, highlands, subarctics and polar lands.

112. EUROPE IN THE AGE OF ROMANTICISM AND AFTER: 1789-1920*

(3)

After treatment of the Industrial Revolution and the various political revolutions of the time span, an attempt will be made to trace the influence of these revolutions on the political, socio-economic, cultural, and intellectual developments of the period. Special consideration will be given to romanticism, liberalism, and socialism.

114. RECENT EUROPEAN HISTORY*

(3)

Examination of Europe in the 20th Century with stress on cultural developments and passing reference to politics and economics. Occasional mention of the Third World and the Western Hemisphere as appropriate. Concentration on interpretation rather than chronology.

115. ISSUES IN CONTEMPORARY POLITICAL THOUGHT***(3)**

Consideration of political and social issues under four broad topics: law, liberty, justice, and equality. Examines a variety of traditional and modern discussions of political and social theory to find some understanding for contemporary problems such as civil disobedience, life and death issues, restitution, war, anarchy, public employee strikes, etc.

123. AMERICAN CIVILIZATION I***(3)**

An examination of the chief political, social, and cultural features of American society as they have developed from its beginnings to the period of Reconstruction. All students attend a core of lectures. Each student selects a study section from one of the following areas: literature, culture, politics, thought, communities, minorities. (May be taken for credit either in the English or History Departments.)

124. AMERICAN CIVILIZATION II***(3)**

A continuation of History 123 from the period of Reconstruction to the present.

125. COLONIAL AMERICA***(3)**

An in-depth examination of factors that shaped the society, religion, politics, and mind of America from 1607-1775. Special emphasis on comparison of and contrast with Puritan New England and Anglican Virginia. Finally, setting of America on the eve of rebellion.

131. REVOLUTIONS AND REVOLUTIONARY THOUGHT***(3)**

This interdisciplinary course will undertake analysis of many types, facets, styles of revolution, including political, cultural, and scientific meanings of the concept.

132. TECHNOLOGY AND ALIENATION IN MODERN MAN***(3)**

Survey of historical developments in technology from the Industrial Revolution to the present. Philosophical nature of the concept 'alienation'. Practical applications of 'alienation' to technology. Implications for the future.

133. HISTORY OF WOMEN (U.S.)***(3)**

A social history of women in the United States, beginning in the colonial period, including movement west, fight for abolition of slavery, and, then, concentration on twentieth century issues. Emphasis on the image of women held during these periods, and the difference between the image and the actual conditions of women in education, employment, status and legal position, and political and economic life. The contributions of women to social change and the growth of women's movements included.

141. RECENT AMERICAN HISTORY: 1945-1960***(3)**

The years of the Truman and Eisenhower presidencies come under study for the economic, social, and cultural trends which they exhibit, their patterns of domestic politics, and American foreign policy. Specific topics range from the rise of rock and roll to the space race. When practicable, class work will include individual assignments as well as core readings, and the course will be conducted as an informal seminar.

142. RECENT AMERICAN HISTORY: 1960-to Date***(3)**

Focuses on the years of the Kennedy, Johnson, and Nixon presidencies. Work will divide roughly into three areas: foreign affairs; domestic politics; economic, social, and cultural trends. Specific topics range from the Vietnam War to the women's movement, from the rise in divorce to the decline in education. Assignments are divided between core readings and individual study, and discussion will predominate over lectures.

150. THE MIDDLE EAST IN WORLD AFFAIRS***(3)**

Study of the Middle East as a "problem area" with emphasis on the period from World War I to the present. Topics will include nationalism — Arab and Zionist — the Arab-Israeli dilemma, OPEC, and the strategies and aims of the external powers.

217. JEWISH HISTORY: FROM EARLIEST TIMES TO THE FRENCH REVOLUTION***(3)**

An examination of Jewish history from its inception through ancient and medieval times, the Renaissance, early modern Europe and modern Europe to the French Revolution. Emphasis on intellectual and cultural aspects.

218. JEWISH HISTORY: FROM THE FRENCH REVOLUTION TO THE PRESENT***(3)**

Examination of the role of the Jew in modern history in general and in Jewish history in particular; emancipation, religious reform, modern anti-semitism, Zionism, the Holocaust, survival.

ECONOMICS**131s. PRINCIPLES OF ECONOMICS I*****(3)**

A basic introduction to the structure and operation of the American economy. Topics included are: how the price system functions in a market economy, income distribution, inflation and recessions, money and banking, the changing role of government in our economy, labor relations, and foreign trade.

132. PRINCIPLES OF ECONOMICS II***(3)**

This course is a further exploration of economic principles with particular emphasis on current economic issues. Topics to be considered will be such areas as economic growth, environmental pollution, poverty, consumerism, corporate concentration, the developing nations and foreign trade, as well as an analysis of socialism, communism and fascism. Reference will constantly be made to current economic events. Prerequisite: Economics 131s.

301; 302. SEMINAR* (See page 19)**(3; 3)**

PHILOSOPHY

100. INTRODUCTION TO PHILOSOPHY*

(3)

Introduces the student to the basic problems of philosophy, such as the sources of knowledge, the relationship between mind and body, freedom as opposed to determinism, and the nature of values.

110. ETHICS*

(3)

Introduction to analysis of conduct, moral reasoning, and foundation of ethical values in a search for the ultimate meanings of human experience. The following specific problems will be examined: life and death issues, human experimentation, sexuality, truth-telling in medicine, honesty in business, cheating, lying, stealing and reparation, egoism, obligation, capital punishment.

120. THE RELIGIOUS EXPERIENCE*

(3)

An exploration of the religious experience both personally and as part of a group. Examples will be taken primarily from myths, classic and contemporary, and from mystical experiences, both eastern and western. An attempt will be made to discover the circumstances under which such an experience may be seen as meaningful.

123s. GREAT RELIGIONS*

(3)

The great religions of the ancient and the modern world, their fundamental differences and similarities. Emphasis is upon an understanding of the basic concepts of Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam.

126. AESTHETICS*

(3)

Creativity, interpretation, expression, style, symbolism, evaluation, art, and society — all from the philosophical perspective. Students are exposed to a variety of approaches to the question: "what is beauty?" The arts and everyday experience examined in an effort to answer the question about beauty as well as the other questions such exploration will raise.

128. EXISTENTIALISM*

(3)

An examination of such questions as: who am I?; why am I here?; what does it mean to exist?; what relationship(s) do I have with myself?, with others?, with the universe? In an effort to respond to these and further questions, readings will be from Kierkegaard, Nietzsche, Heidegger, Buber, Jaspers, Sartre, and others. Discussions will be centered around the ideas contained in or suggested by the readings. The influence of existentialism on psychology, society, art, religion, and politics explored.

300; 301. SEMINAR* (See page 19)

(3; 3)

HUMANITIES

100. INTRODUCTION TO THE HUMANITIES *

(1-3)

An introduction to logical reasoning and critical analysis, followed by a choice between music or literature, and concluded by an offering in drama. A student may take the entire 15 week course made up of 3, 5 week units for 3 credits or any one of the 5 week units or any combination of units for one credit per unit. Separate units may be taken over the course of one or several semesters with no unit being a prerequisite for any other unit. Past units have included ones on Beethoven, Dickens, and Ibsen. Taught at present by members of the History/Government, Art/Music and English Departments.

Law and Accounting

136s. BUSINESS LAW I

(3)

Gives the student working knowledge of everyday law as it applies to business and personal needs. The focus is primarily on contract law and property law.

137. BUSINESS LAW II

(3)

A continuation and over-all completion of the students' working knowledge of everyday law as it applies to business and personal needs. The subjects included are: Articles II, III, and IV of the Uniform Commercial Code; Corporations, Agency, and Insurance Law. Prerequisite: Secretarial 136s. (offered second semester only)

223s. PRINCIPLES OF ACCOUNTING I

(3)

A basic course designed to give an understanding of the principles and procedures of accounting used in modern business and to develop the ability of the student to comprehend and apply the mechanisms of the many recording phases of business activities. The areas treated are: principles of double entry; the accounting cycle as it affects professional, service and merchandising records; specialized journals and ledgers; preparation and interpretation of financial statements; labor-saving techniques; petty cash and payroll. Prerequisite: Secretarial 121s.

224. PRINCIPLES OF ACCOUNTING II

(3)

This course follows Accounting I. It is structured to include: management of partnership and corporation accounting; in-depth decision-making relative to plant assets, inventories, and corporation financial statements; control of cash systems; and an assembling of an income tax unit with supportive schedules. Offered second semester only. Prerequisite: Accounting I 223s.

225-226. INTERMEDIATE ACCOUNTING

(3; 3)

Following a review of principles learned in Principles of Accounting I and II, concentrates on financial statements covering assets, liabilities, corporate capital, and working capital. The second semester emphasizes the interpretation of financial reports, inventories, fixed assets, and investments. Prerequisites: Accounting 223 and 224.

227. COST ACCOUNTING

(3)

Methods of identifying labor and material costs, and of allocating overhead as applied to job order, process, and standard cost systems. This information is related to budgetary control, reports for management and tax implications. Prerequisites: Accounting 223 and 224.

228. FEDERAL INCOME TAXATION

(3)

Principles of personal, business and corporation taxes are explored in order to be able to prepare federal tax returns. Some emphasis on state tax returns as well. Prerequisites: Accounting 223 and 224.

Nursing

101. NURSING I

(6)

An introductory course designed to provide a foundation for future courses in the Nursing curriculum. The course provides both theory and carefully selected clinical experiences in the hospital. Focuses attention on the development of scientific skills, basic understandings and appropriate appreciations which are necessary to meet the basic physical and psychological needs of the patient. Pharmacological and dietary aspects are integrated. Also considered are the historical, ethical, and professional aspects of nursing today. Clinical experience is centered at the Newton-Wellesley Hospital, Glover Memorial Hospital, and Weston Manor. Classes in interpersonal relationships are given during the first 6 weeks of this course.

102. NURSING II

(6½)

Involves the principles and practice of comprehensive nursing care in relation to major problems of adults in the general hospital. Correlation of theory and practice is achieved under close supervision through assigning students to care for patients with physical needs that have recently been discussed in class. Emphasis is placed upon the meaning of illnesses to the individual patient, the problem solving approach and the challenge to the nurse as a member of the health team; pharmacological and dietary aspects are continued. Clinical experience at Newton-Wellesley Hospital, Weston Manor and Glover Memorial Hospital. Prerequisite: Nursing 101 and Biology 105.

103. NURSING III (Summer Session Course)

(9)

Normal child growth and development form the core of this course and are followed from conception to early adolescence.

Experience is provided in caring for the mother and newborn infant at the Boston Hospital for Women. Physical and psychological needs are emphasized in relation to the mother, child and family.

Through classroom and clinical experience, common health problems of the child are studied. Hospital experience is at the Children's Hospital Medical Center. Prerequisite: Nursing 102, Psychology 104, Psychology 204, Child Study 104, Biology 106.

201. NURSING IV

(7)

Aims to develop in the student the ability to utilize scientific principles and problem-solving techniques to meet the nursing needs of patients with common medical-surgical problems. The nursing process is emphasized through the use of nursing care plans dealing with recognition, interpretation and alleviation of problems related to altered homeostatic responses and mind-body interactions. Runs concurrently with Nursing V and course content is correlated. Principles of nutrition and pharmacology are included. Clinical experience is centered at Newton-Wellesley Hospital and Glover Memorial Hospital. Includes both day and evening rotations to medical and surgical units and intensive care unit. Prerequisites: Nursing 103.

203s. NURSING V

(2)

Emphasis is placed upon the development of beginning appreciation and understanding of mental health and ability to recognize normal and pathological behavior adjustments. Clinical experience is centered at Westwood Lodge or Human Resources Institute. Prerequisites: Nursing 102, Biology 106, Psychology 204, Early Childhood Education 104.

202. NURSING VI

(7)

A continuation of Nursing IV. It continues to utilize scientific principles and problem solving techniques in caring for patients in a hospital setting. Emphasis is placed upon patients with relatively complex disease entities, critical illness or extensive medical or surgical therapy, and long-term illness. Day and evening experiences are provided to assist the student to develop an awareness of the total nursing responsibilities in the clinical area. Seminars provide students with the opportunity to explore as a group the many aspects of nursing responsibilities involved in their care of patients with complex problems. Clinical experience is centered at the Newton-Wellesley Hospital and Glover Memorial Hospital. Prerequisite: Nursing 201.

204. NURSING VII

(1)

Planned to help the student understand the privileges, obligations, and responsibilities of the graduate nurse. Career opportunities in various fields of nursing are discussed, along with legal and ethical aspects of the nursing profession. Attention is given to past, present, and future trends in nursing.

Physical Education

A student must satisfactorily complete eight (8) units of Physical Education for graduation. The Physical Education Department divides the academic year into four (4) quarters, with each quarter offering different units for credit. Credit for each unit, or units, is given on an attendance basis. When a student has completed at least 4 units, an S will appear as a semester grade. A total of two S's, representing 8 units of activity, must appear on her transcript for graduation. A student who is planning to transfer should consult the catalog of the transfer school to see what Physical Education transfer credit is required.

1 UNIT COURSES: Regular one hour class per week for a quarter.

Archery	Gymnastics
Badminton	Slimnastics
Basketball	Soccer
Dance (Modern, Jazz, Ballet)	Softball
Fitness Lab.	Tennis
Golf	Volleyball

2 UNIT COURSES: Advanced skills requiring two or more hours per week for a quarter.

Basketball (Intercollegiate)	Dance Workshop
Canoeing — Crew	Riding

A student in the Early Childhood Education, Physical Therapist Assistant, Medical Secretary, Medical Assistant and Nursing curriculum is required to take First Aid (2 Units).

A student in the Early Childhood Education curriculum is required to take Dance Therapy.

Physical Therapist Assistant

101. PHYSICAL THERAPIST ASSISTANT I

(4)

Medical terminology; pathology of body systems studied in Biology 105. Use and care of wheelchairs. Draping, bed mobility, positioning, transfers. Body mechanics. Introduction to therapeutic exercise. Corequisites: Bio 105; PTA 102.

102. PHYSICAL THERAPIST ASSISTANT II

(1)

Orientation to the program. Introduction to physical therapy and the contributions of the physical therapist and physical therapist assistant. Legal considerations for practice. Concepts of prevention, treatment, and rehabilitation. Visits to area physical therapy departments as time permits. Corequisite: PTA 101.

103. PHYSICAL THERAPIST ASSISTANT III

(4)

Medical terminology and pathology cont. Introduction to patient responses to illness and patient-helper interaction. Patients' rights. Principles of teaching and learning. Ambulation aids and gait training. Tilt table. Vital signs. Therapeutic exercise cont. Aspects of motor control. Clinical education seminar. Prerequisites: PTA 101, 102; Bio 105. Corequisite: Bio 106.

104. CLINICAL EXPERIENCE I

(3)

Clinical experience under the supervision of a registered physical therapist. Prerequisite: satisfactory completion of all Semester I and II courses.

201. PHYSICAL THERAPIST ASSISTANT IV

(3)

Prosthetics, orthotics. Special beds and frames. Advanced functional activities. Respiratory hygiene. Conditioning exercise. Infection control, dressings, and bandaging. Concepts of evaluation and goniometry. Prerequisite: PTA 104. Corequisite: PTA 211.

202. PHYSICAL THERAPIST ASSISTANT V

(3)

Modalities used for pain relief and improvement of tissue nutrition. Prerequisites: PTA 104; Phy. Sci. 101. Corequisite: PTA 203.

203. PHYSICAL THERAPIST ASSISTANT VI

(3)

Therapeutic exercise cont. Patient response and patient-helper interaction cont. Documentation of patient care. Pharmacology. Delivery of health care, organization and administration. Ethics. Issues in physical therapy. American Physical Therapy Association. Clinical education seminar. Prerequisites: PTA 104, 211, 201. Corequisite: PTA 202.

204. CLINICAL EXPERIENCE II

(3)

Clinical experience under the supervision of a registered physical therapist. Prerequisite: satisfactory completion of all Semester I and II courses.

205. CLINICAL EXPERIENCE III

(3)

Clinical experience under the supervision of a registered physical therapist. Prerequisite: satisfactory completion of all Semester I and II courses.

211. KINESIOLOGY

(2)

Function of musculoskeletal system and application to movement analysis of patient related activities. Prerequisite: PTA 104.

Retailing/Merchandising

101. RETAIL ORGANIZATION

(4)

Provides a basic analysis of principles of retail selling. The elements of sales are considered in each of their respective categories. Application of sales practices is demonstrated through role playing and class discussion. Opportunity to demonstrate the principles of retail selling is provided through individual field work assignments in approved Boston and suburban department and specialty stores during the Christmas season.

102. PRINCIPLES OF RETAILING

(3)

Each segment of retail store structure and operation is analyzed as related to the coordination and function of department store, discount house, branch and specialty stores. Designed to provide an insight into the functioning of each division and department within the entire retail structure.

105-106. FUNDAMENTALS OF FASHION AND DESIGN I & II

(3; 3)

An understanding and appreciation of fashion and interior design from the past to the present is developed through the study of line, color, and form. Projects, lectures, and field trips stress the value of art in the retailing field. Open to all students.

201. RETAIL STORE PRACTICES

(4)

Functional responsibilities of major divisions of retailing are analyzed and discussed through the use of case studies and class involvement. Attention will be focused on the differences in operational practices and procedures of department, specialty, branch and discount stores. Field work assignments in the Boston and New York areas are carefully prearranged to include meaningful responsibilities.

202. RETAIL MANAGEMENT PRACTICES

(3)

Specific procedures and functions of divisions and departments within the retail store structure will be defined and analyzed in depth, included in this grouping are:

1. *Merchandising* — resources, stock control and budgets.
2. *Customer Services* — housekeeping, delivery, maintenance, telephone shopping, gift wrapping, travel bureau.
3. *Control* — financing, auditing, credit, I.B.M. and data processing.
4. *Publicity* — advertising, display, fashion shows.
5. *Personnel* — covering job evaluation, wage administration, employee relations, union contracts, and job performance.

Evaluation of these functions will be equated to potential interests of students in preparing assignments.

208. MARKETING: PRINCIPLES AND METHODS

(3)

Fundamentals of the nature of marketing will be presented and evaluated to specific functions and institutions. The market for consumer goods will be discussed and will include motivations, behavior, money and fashion. Emphasis placed upon marketing in relation to the retailing and wholesaling of consumer goods. Policies and practices as applied generally to marketing research will involve product development, selection, channels of distribution buying, physical distribution selling, and policies. Pricing under competitive conditions, social benefits of competition and government regulations.

209-210. RETAIL ADVERTISING AND SALES PROMOTION

(6)

A basic course in the principles of advertising, sales promotion, publicity and public relations as related to retailing. Functions of the advertising department from the initial budgeting and planning stages through the execution of a complete campaign for all types of stores. Copywriting, art and layout, production, consumer behavioral objectives and research with detailed study of all media such as newspaper, radio and television, direct mail, outdoor, and transit. Other functions including pricing practices, window and interior display as coordinated with retail practices explained.

215. PERSONNEL MANAGEMENT

(3)

Factual presentation and discussion of personnel management within the structure of the business organization. Its purpose and specific functions presented and evaluated. Case studies used in developing discussion within each area of responsibility. Also the role of Labor Relations in the Personnel structure defined and analyzed.

216. EMPLOYEE RELATIONS

(3)

Subject will be approached as it pertains to the anticipated responsibility of the junior executive in the supervision of personnel. Functions of the executive will be analyzed and discussed. In developing responsibility, the class will participate in role playing, sensitivity discussion and analyzing employee relations, issues and problems.

Science and Mathematics

The courses in the Department of Science and Mathematics are designed to provide the student in any program with an understanding of herself in relation to her environment. Current issues and problems are woven into each course, preparing the student to be a thoughtful and active participant in community affairs. For those students interested in further study and careers in the areas of scientific research, teaching, medicine or allied health professions, the department offers a strong scientific background which can be developed according to individual interests. Prizes are awarded at Commencement to those students who have shown academic excellence in one or more of the areas encompassed by the department.

BIOLOGY

101-102. PRINCIPLES OF BIOLOGY*

(4; 4)

The development of an awareness of the relevance of biology to an understanding of the world today is the prime objective. Designed to present basic concepts that unify the diverse forms of life. Biological phenomena—metabolism, development, reproduction — shared by all living organisms are examined. Man as the central figure in the biosphere is emphasized. A study of genetics, evolution, and ecology illustrates how man has attained his dominant position and how he has control over himself, other organisms, communities and the ecosystem. Laboratory is designed to elaborate on biological principles presented in lecture and build an appreciation of scientific laboratory investigation. Elective course.

103s. HUMAN BIOLOGY*

(4)

A study of the activities that are characteristic of living matter within the human body. Emphasis placed on the relationship of various systems to each other and to the human being as a whole in health and disease. Elective course.

104s. HUMAN REPRODUCTION*

(3)

The hormonal, anatomical and physiological aspects of the reproductive process in the male and female related to present day problems of fertility and sterility, of population control and contraception, and of childbirth and abortion. Elective course.

105-106. ANATOMY AND PHYSIOLOGY*

(4; 4)

A comprehensive study is made of the human body in order to gain some understanding of its basic mechanisms and functions. Required for all students enrolled in the Medical Laboratory Technician Program, Physical Therapist Assistant Program, Medical Assistant Program and Nursing Program. Open to students as an elective course.

107s. MICROBIOLOGY*

(4)

A study of the structure and function of the different groups of microorganisms and their role in health and environment. Emphasis placed on the human pathogenic microorganisms — how to grow, observe and identify them. The interactions between man and microbes is examined with reference to immunology and antibiotics. Required in the Nursing and Medical Laboratory Technician Programs; open to other students as an elective course. Prerequisite: one year of College Biology (Bio. 101-102, 103-104, or 105-106) or permission of instructor.

212. GENETICS*

(3)

An overview of the gene as the basic control program for cellular and thus organismic function will be emphasized. Genetic control mechanisms in bacteria discussed and applied to the genetics of higher organisms with reference to human genetics wherever possible. Both Mendelian (classical) and modern implications of DNA research. Prerequisite: One year of college biology or permission of the instructor. Elective course.

300; 301. SEMINAR* (See page 19)

(3; 3)

MEDICAL ASSISTANT

108. INTRODUCTION TO MEDICAL ASSISTING

(2)

Offered in the second semester of the first year of the Medical Assistant Program. Contains a brief history of medicine, medical law and ethics, nutrition, communication, aging, death and dying. The role of the medical assistant in today's society will be emphasized throughout. Required in Medical Assistant Program; open to other students as an elective course.

202. BIOLOGICAL BASIS OF DISEASE

(3)

Discussion of some of the more common diseases encountered in a clinical situation. Emphasis placed on clinical symptoms, pathology, causes, patient handling and treatment. Drugs used in treatment and the uses and misuses of pharmaceuticals. Prerequisites: Biology 106, 208 and Secretarial 233. Required in Medical Assistant Program; open to other students as an elective course.

204s. MEDICAL LABORATORY TECHNIQUES

(4)

An introduction to the routine procedures commonly employed in the medical laboratory or physician's office. Included: urinalysis, hematology (normal and pathological), blood typing, gastric analysis, spinal fluid and fecal examination, EKG, and routine X-ray procedures. Emphasis placed on the theoretical background and practical application of the material studied. Prerequisites: Biology 106 or Biology 103. Required in Medical Assistant and Medical Secretarial Programs.

208. MEDICAL ASSISTANT TECHNIQUES

(3)

Offered first semester of senior year to senior Medical Assistants and will include clinical procedures used by a medical assistant in a doctor's office or clinic. Includes the importance of sterile technique, the principles of medication, assisting in minor surgery, the taking of vital signs, and dealing with situations where tact and understanding are necessary. Prerequisite: Biology 108. Required in Medical Assistant Program.

214. MEDICAL ASSISTANT EXTERNSHIP

(5)

Supervised clinical experience assigned in affiliated doctors' offices and clinics for two full days, plus weekly seminars. Prerequisites: Biology 105-106, 204, 208. Required in Medical Assistant Program.

MEDICAL LABORATORY TECHNICIAN

110. CLINICAL LABORATORY TECHNIQUES I

(4)

The first course in Clinical Laboratory Techniques for those students enrolled in the Medical Laboratory Technician Program, and taken in the first semester. It includes urinalysis, hematology — normal and abnormal — and blood coagulation. Required in Medical Laboratory Technician Program.

206. CLINICAL LABORATORY ROTATIONS A,B, C

(5)

Supervised clinical experience assigned in an affiliated hospital or medical laboratory under the supervision of a medical technologist or pathologist. The rotation schedule provides experience in the following departments: blood banking, chemistry, hematology, microbiology, serology, urinalysis. Assignments made by the coordinator of the program. One rotation held during the summer between the freshman and senior years. Prerequisites: Biology 106, 107, 110 and 210; Chemistry 102. Required in Medical Laboratory Technician Program.

210. CLINICAL LABORATORY TECHNIQUES II

(3)

Includes blood banking, immunohematology, serology and quality control. The last three weeks devoted to an overview of the subjects the Medical Laboratory Technicians have been studying during their clinical experiences. Special emphasis will be given to a review of clinical microbiology, clinical chemistry, hematology and urinalysis. Required in Medical Laboratory Technician Program.

CHEMISTRY

101-102. COLLEGE CHEMISTRY*

(4; 4)

Chemistry 101 presents the fundamental laws of chemistry; properties of solids, liquids and gases; atomic and molecular structures. Chemistry 102 presents a detailed treatment of chemical equilibria in aqueous solution, including acid-based theory, pH, and buffers. In addition, electrochemistry and an introduction to the molecules of organic chemistry and biochemistry are discussed. Prerequisite: High school algebra. Required in Medical Laboratory Technician Program; open to other students as an elective course.

110. GENERAL CHEMISTRY

(3)

A course in the study of matter, its transformation in nature and in life process. Emphasis is on carbon chemistry and its application to the fields of nursing and nutrition. Prerequisite: High school algebra. Elective course.

201s. CHEMICAL LABORATORY TECHNIQUES

(3)

The student will become familiar with and develop proficiency in techniques practiced in clinical chemistry laboratories. Although theory will be introduced to give the student a greater understanding of the bases of the techniques, stress will be on applications of these techniques and the use of equipment and instruments. Prerequisite: Chemistry 102 or permission of the instructor. Required in Medical Laboratory Technician Program.

PHYSICAL SCIENCE

101-102. PHYSICAL SCIENCE

(3; 3)

Provides the nonscience major with an introduction to the principles governing the physical world that surrounds us all. Since experimentation is an important part of any scientific endeavor, personal experience with experiments to investigate topics such as energy, matter, light, electricity, and magnetism is emphasized. Required in Physical Therapist Assistant Program; open to other students as an elective course.

103-104. PHYSICS*

(4; 4)

A study of selected topics in physics that progresses from the simple and familiar to the more subtle ideas of modern atomic physics. The student will have the opportunity to see that physics is a developing subject and that this development is the result of the imaginative work of men and women themselves. Emphasis directed to accent the cultural side of physics and to develop appreciation and understanding of the basic ideas of physics from the historical point of view. From time to time topics will be presented from both the quantitative and qualitative approach. Elective course.

105. INTRODUCTION TO ASTRONOMY*

(4)

Through class lectures and telescopic observations, topics in Astronomy are discussed, beginning with our solar system and expanding to other stars and then other galaxies. Consideration is also given to theories of the origins of stars and planets as well as the universe. Elective course.

MATHEMATICS

101-102. ELEMENTS OF MATHEMATICS

(3; 3)

Particularly appropriate for the prospective elementary school teacher who will find herself teaching the "new math." In order to obtain an understanding of the foundations of mathematics, the concepts and structures of various number systems are studied, including such topics as deductive reasoning as applied to set theory; the arithmetic of whole numbers, rational numbers, real numbers, and nondecimal numeration systems; and the basics of geometry. Use is made of materials currently available in the elementary school room to demonstrate and reinforce the concepts presented. Elective course.

103. ELEMENTARY FUNCTIONS*

(3)

In this course the student can reinforce her knowledge of advanced algebra. The techniques of algebra and coordinate geometry are used to analyze the elementary functions: Polynomial and rational functions, exponential functions, logarithmic functions, trigonometric functions, and functions of two variables. Elective course.

104-105. INTRODUCTORY MATHEMATICS*

(3)

To familiarize the student with how mathematics is used in the fields of business, the social sciences, the allied health fields, and the physical sciences. Designed to acquaint the student with many new and exciting uses of mathematics, as well as to remedy any mathematical deficiencies. The topics considered include the use of tables, estimations, percentages, logic, probability, matrices, and statistics. Elective course.

106. INTRODUCTION TO STATISTICS

(3)

An interdisciplinary approach to statistical methods is used. Topics such as means and dispersion, probability and frequency distributions are presented. Examples are used from science, the humanities and business. Required in Medical Laboratory Technician Program; open to other students as an elective course.

201-202. CALCULUS*

(3; 3)

Provides an introduction to the calculus of a single function of a single real variable. Topics considered are analytic geometry, limits, continuity of functions and techniques, and application of differentiation and integration of algebraic and transcendental functions. Prerequisite: Math 103 or equivalent; or permission of instructor. Required in Medical Laboratory Technician Program; open to other students as an elective course.

Secretarial Science

101; 102. ELEMENTARY SHORTHAND

(4; 4)

A basic course in Gregg Shorthand, covering principles of theory, a review of business English fundamentals, dictation practice, and introduction of transcription. Corequisite: Secretarial 111 or its equivalent.

103; 104. INTERMEDIATE SHORTHAND

(4; 4)

Reviews shorthand theory; English grammar, spelling, and vocabulary; and develops dictation speed and transcription ability to an employable level. Recommended for students with a shorthand background equivalent to Secretarial 101; 102, but whose speed level precludes Secretarial 201; 202.

109. GENERAL TYPEWRITING

(2)

Offered to students who are interested in typewriting for personal use, or to meet minimal typing requirements of other majors. Instruction is offered in correct touch-typewriting technique for keyboard mastery, letter styles, simple tabulations, and basic manuscript setups. A reasonable degree of speed and accuracy is sought.

110. GENERAL TYPEWRITING

(2)

Presupposes General Typewriting 109 or its equivalent. Speed and accuracy are further developed, and the instruction introduced in 109 is pursued in more depth. Does not necessarily meet the requirements for entrance to Secretarial 113; 114.

111; 112. ELEMENTARY TYPEWRITING

(3; 3)

An intensive and thorough course in beginning typewriting, training in touch-typewriting, correct operating techniques on various makes of machines, and the development of reasonable speed and accuracy. Instruction covers centering arrangements, memos, letter styles, rough drafts, tabulations, and manuscripts with footnotes.

113; 114. INTERMEDIATE TYPEWRITING

(2; 2)

For students who have had previous typing experience equivalent to Secretarial 111; 112, but whose speed level precludes taking Secretarial 211; 212. Typewriting fundamentals are reviewed and instruction is given in more depth on letter styles, manuscripts, and tabulations. Legal instruments and special business forms are introduced. Speed and accuracy are developed for vocational competency.

121s. BUSINESS MATHEMATICS

(3)*

Practice is first given in the fundamentals of arithmetic. Following this, application is made in percentages, retail and cash discounts, inventories, mark-ups and mark-downs, financial statements, interest and bank discount, stocks and bonds, banking services, sales, property, and customer taxes, and payroll to the extent that these topics relate to retailing and secretarial positions.

*Retailing students receive two credits.

134. MEDICAL TERMINOLOGY AND PROCEDURES

(1)

This course introduces the student to a mastery of medical prefixes, suffixes, and roots in order to reach a comprehension of basic medical terms. In addition, qualifications and opportunities for employment are explored, emphasis is placed on class discussion of medical news items, and basic medical forms are analyzed.

201; 202. ADVANCED SHORTHAND

(4; 4)

Presupposes a complete mastery of shorthand theory and a reasonable degree of dictation and transcription ability. Skill in dictation speed and ability to produce mailable copy are perfected to meet the more demanding secretarial positions in business.

205; 206. INTERMEDIATE MEDICAL SHORTHAND

(4; 4)

On a reduced speed level, covers the same material as outlined in Secretarial 207; 208. Designed to enable students interested in medical secretarial careers to accept positions where the dictation speed requirements are not the main point of emphasis. Prerequisites: Secretarial 101; 102. Open to seniors only.

207; 208. ADVANCED MEDICAL SHORTHAND

(4; 4)

The purpose of this course is to develop shorthand dictation speed and transcription skill. This is combined with the study of medical shorthand principles and terminology; and the dictation and transcription of case histories, medical reports covering the various branches of medicine, X-ray findings, laboratory reports, and autopsies. Prerequisites: Secretarial 101; 102 or 103; 104. Open to seniors only.

211; 212. ADVANCED TYPEWRITING

(2; 2)

Develops to the highest degree typewriting speed and accuracy. Instruction is given in the arrangement of business correspondence, advanced tabulations, manuscripts, statistical data, legal documents, and technical typewriting. Prerequisites: Secretarial 111; 112 or 113; 114, or equivalent.

213; 214. MEDICAL TYPEWRITING

(2; 2)

A second-year typewriting course specifically designed for the secretary who will be employed in a medical setting. Medical terminology, records, and forms emphasized. Practice to improve accuracy and speed. Required of all Medical Secretarial students. Open to Medical Assistant students. Prerequisite: Secretarial 112 or Secretarial 114.

226. PROFESSIONAL BOOKKEEPING

(3)

This is a course designed to give the medical secretary and medical assistant an understanding of the theory of double-entry bookkeeping as it applies to records for professional people. The accounting cycle is developed on a cash approach for classes of income derived from services rendered. Special emphasis is given to proper recording of personal investments in real estate and stocks and bonds. For Medical Secretarial and Medical Assistant seniors only.

231; 232. SECRETARIAL TRAINING

(2; 2)

Designed as a complete office-methods survey, covers English fundamentals and usage, personality, and office etiquette. Theory and practice are given in the various systems of indexing and filing. Also includes secretarial duties such as planning itineraries, scheduling appointments, telephoning, interviewing office visitors and composing business letters. An introduction to reference books, legal work, and the technique of finding a position also presented. Prerequisite: Secretarial 111; 112.

233. MEDICAL SECRETARIAL PRACTICE

(3)

This course introduces the student to the qualifications required for medical secretarial/assistant work. Medical terminology ethics, telephone technique, case histories, filing and machine transcriptions are stressed. Special emphasis is placed on a review of English grammar, letter writing, patients' records, and all routine office procedures required in a medical secretarial position. For Medical Secretarial and Medical Assistant seniors only.

237s. BUSINESS WORKSHOP

(1)

This course is required of all second-year students enrolled in the Executive Secretarial or Administrative Assistant curricula. With special permission of the instructor seniors enrolled in typewriting courses may elect the course. The Workshop provides an acquaintance with transcription machines, calculators, and duplicating machines.

240. ELECTRONIC DATA PROCESSING

(3)

The purpose of this course is to enable students to handle more efficiently any correspondence or job assignments for employers who are involved in the use of computers. It covers the history of the computer, input and output devices, number systems, symbols and flowcharts, storage, and concepts of programming. It is not intended to train computer operators, programmers, or system analysts.

242. MEDICAL TRANSCRIPTION I

(1)

After suitable instruction, the student will work independently, as well as under supervision, approximately 2 hours a week in the Machines Laboratory transcribing medical case histories and medical letters from all types of voicewriting machines used in the medical office: belt, disc, and tape-cassette models. Required in Medical Secretarial and Medical Assistant Programs; open to others with permission of instructor. Prerequisites: Secretarial 111-112, or equivalent; and Secretarial 134.

243. MEDICAL TRANSCRIPTION II

(1)

A continuation of Medical Transcription I. Required of Medical Secretarial Majors.

Social Relations

ANTHROPOLOGY

131s. INTRODUCTION TO ANTHROPOLOGY*

(3)

A comprehensive survey of the origins of present-day man with emphasis on the cultural uniformity which unites all people as well as the cultural diversity which distinguishes one people from another. A cross-cultural understanding and appreciation of pre-literate groups, as well as today's emerging societies all over the world.

PSYCHOLOGY

201s. INTRODUCTORY PSYCHOLOGY*

(3)

To enable the student to understand and apply basic knowledge of human behavior. While investigating such areas as learning theory, perception, motivation, individual differences, personality traits, the student can integrate classical theories with contemporary issues in the field.

202s. PSYCHOLOGY OF PERSONALITY*

(3)

Designed to introduce the student to a variety of the most important theories of personality, i.e., Freud, Jung, Adler, Rogers, and others. In addition, considerable emphasis on developing insight and self-awareness on the part of the student. Case studies are examined with the intent of making theories more practical and useful, and with the hope that they will foster more understanding and awareness of the personalities of others. Prerequisite: Psychology 201s.

204s. CHILD PSYCHOLOGY*

(3)

Focuses on the development of the child's personality prior to adolescence. The principles and concepts of child psychology are supported by research evidence and are drawn from the major theoretical viewpoints about early personality formation. While normal developmental patterns and preventive aspects are central, the student will investigate some areas of psychopathology, play therapy, familial influences, and prenatal care. Prerequisite: Psychology 201s.

210s. ADOLESCENT PSYCHOLOGY*

(3)

Attempts to create an understanding of the meaning of adolescent behavior. Students examine Freud, Erikson, Sullivan and other relevant theorists, applying these theories to case studies to discover how such viewpoints illuminate adolescent behavior. Materials from anthropology and sociology constitute a minor theme of the course, since a study of the meaning of adolescent behavior must include recognition and the larger society in determining the adolescent experience. Prerequisite: Psychology 204s or 204s taken concurrently and written permission of instructor.

211. ABNORMAL PSYCHOLOGY*

(3)

Offers an examination of the wide range of personality and behavioral disorders. Both traditional and contemporary theories of psychopathology are reviewed. Emphasis is also placed on the tools, techniques, and process of both the diagnosis and the treatment of various disorders. Prerequisite: Psychology 201s and permission of the instructor.

212. PSYCHOLOGY OF THE LIFE SPAN*

(3)

Investigates the progressive unfolding of the person through the life span. The approach is integrative in terms of following developmental principles as they pervade and influence the individual from conception through old age. Consideration will be given to both the building blocks of personality and to the dynamic variables which emerge as one moves into new stages of maturation. Prerequisite: Psychology 202s or 204s (taken previously or concurrently) or written permission of the Instructor.

213. INTRODUCTION TO HUMAN SERVICES

(3)

A critical examination of the psycho-social aspects of selected problems and issues in the field of human services. An introduction to the techniques and programs currently utilized in the community and their particular use of paraprofessional assistance. Involves both didactic and field experiences.

214, 215, 216. SUPERVISED FIELD PLACEMENT AND SEMINAR

(6; 6; 6)

Designed for students in the Human Services Program, it provides the students with the opportunity to experience field work. Training in the skills by which students can offer direct and indirect assistance to the client population is provided.

218s. DYNAMICS OF SMALL GROUPS*

(3)

Focus is upon class itself (as a small group) as it unfolds through the semester. The objective is to engender a basic understanding of the nature of a group, inter-personal relations within it, varieties of leadership, goal-setting, decision-making communication networks, and techniques of observing and analyzing group process. Prerequisites: Sociology 111s or 201s and written consent of the Instructor.

219. SMALL GROUP FACILITATION TECHNIQUE AND THEORY

(3)

As the follow up for Dynamics of the Small Group, focuses on the application of constructs learned in the earlier course. Participants will be trained in leadership effectiveness and group facilitation theory and techniques. The history of "small group movement" will be integrated into the theoretical aspects of the course. Students will be exposed to methods of assessing group needs and ways of utilizing the resources of various groups to best meet those needs. Directed research into areas of individual specialty will also be shared for critique and refinement. Evaluation will be measured in terms of individual competency as reflected by self-criticism, peer-feedback, and instructor critique. Prerequisite: Psychology 218 or Sociology 218.

220. PSYCHOLOGY OF DREAMING

(3)

The phenomenon of dreaming approached from several eclectic perspectives: Jungian analysis of dream symbols; the relevant aspects of Freudian theory; Gestalt principles as applied to the dream; experimental research on dreaming; dreaming as a therapeutic tool; dream analysis for deepening self-knowledge. Each student will be required to keep a dream journal, and several techniques will be taught to help the student remember and analyze her own dreams. Students will be encouraged to share dreams in class, help each other decode dream symbols, and study some of the universal themes that emerge. Prerequisite: Psychology 201 and consent of Instructor.

223. COMMUNITY RESOURCES

(3)

Explores the framework from which the present day network of public and private agencies operate. Students become familiar with the relationship of forces within the community which lead to policy establishment and modification. Board, administrative, and staff interactions are explored and visits to community agencies are utilized to sharpen the student's critical abilities and knowledge through experiences with actual operation of services.

224. NATURE AND NEEDS OF THE MENTALLY RETARDED*

(3)

Designed to give students a working knowledge of the diagnosis and etiology of mental retardation and of the rehabilitation and training of the mentally retarded. Attitudes of the family and community toward the mentally retarded are discussed. Pertinent reading and field visits help accomplish course objectives.

225. HUMAN SEXUALITY*

(3)

The focus is the psycho-social aspects of human sexuality. To that end, the course integrates psychological, sociological, and medical dimensions. Specific content areas include: normal psychosexual development, variations and deviations, sexual dysfunction, fertility and its related problems, and sex role options.

226. PRINCIPLES AND APPLICATION OF BEHAVIOR MODIFICATION

(3)

Reviews learning theory with special emphasis on operant and classical conditioning. Principles of behavior discussed including procedures for establishing, maintaining, and modifying behavior to assist human service workers in dealing with the mentally retarded, emotionally disturbed, and other handicapped populations. Current role of behavior modification in health, education, and social science is explored. Prerequisite: Psychology 201.

301; 302. SEMINAR* (See page 19)

SOCIOLOGY

111s. INTRODUCTORY SOCIOLOGY*

(3)

An introduction to the study of sociology which focuses on the inter-relationships of groups, social institutions, and social organization. An analysis of contemporary American culture gives the student perspective on her own position and attitudes toward society.

112s. SOCIAL PROBLEMS*

(3)

A study of those conditions and issues which result in tension and disorder, the punishment of individuals for deviation from societal norms, or deprivation of society's rewards from oppressed minority groups. Examples are usually drawn from American society. Areas studied may include the oppression of minority peoples, such as blacks, Indians and women, attitudes toward deviant behavior such as homosexuality, drug addiction, and alcoholism, and global problems, such as violence, crime, poverty, or war. Prerequisite: Sociology 111s.

214s. SOCIOLOGY OF THE FAMILY*

(3)

A broad examination of the family as process and institution through the development of an analytic and critical perspective of the family in its changing environment. Areas of examination include the family in class and culture context, the family and the individual student, changing sex attitudes and behavior, the questions of female role and identity raised by the feminist movement, contemporary alternatives to conventional family structure as communal living and cohabitation, mate selecting, family planning, problems of overpopulation, divorce, and the aged. Prerequisite: Sociology 111s.

215. RACIAL AND ETHNIC MINORITIES*

(3)

A study of the contemporary social and economic conditions of minority groups such as American Indians, Blacks, Chicanos, Puerto Ricans, Irish, Jews, and Italians in terms of their subcultural traits and contributions, social status, educational facilities, social problems, prejudice and discrimination against them, and their social movements. Field trips and small-group field work in various ethnic neighborhoods and cultural centers in Boston are a major focus of the course.

216. SOCIOLOGY OF CONTEMPORARY SOCIAL MOVEMENTS*

(3)

A group sociological examination of one or more of contemporary social movements of special importance, their context, dynamics, effect and future implications. Among the potential foci are: Indian, Women, Black and Student Rights Movements as the major conventional socio-political movements of the seventies; alternate life styles as social engineering; drug experimentation as social movement; utopianism; ecological reclamation; penal reform; the occult; and "The Movement" as environment. Prerequisite: Sociology 111s. and written consent of the Instructor.

217. SOCIOLOGY OF WOMEN*

(3)

An analysis of the position of women in the United States from historical, biological, psychological and sociological perspectives. Some areas of concentration are: the suffrage movement, socialization and education of women, working women, black women, portrayal of women in the media, marriage and motherhood, and the Women's Liberation Movement. Prerequisite: Sociology 111s.

218s. THE DYNAMICS AND PROCESS OF THE SMALL GROUP*

(3)

Focus is upon class itself (as a small group) as it unfolds through the semester. The objective is to engender a basic understanding of the nature of a group, inter-personal relations within it, varieties of leadership, goal-setting, decision-making, communication networks, and techniques of observing and analyzing group process. Prerequisites: Sociology 111s or Psychology 201s and written consent of the Instructor.

219. SOCIOLOGY OF CONTEMPORARY MEDIA*

(3)

A sociological and psychological perspective on contemporary media such as television, radio, films, recorded music, newspapers and magazines. Theories of mass communication are presented. The content, audience, and social change dimensions of each medium are analyzed. Specific subject areas covered include: commercials, children's television programming, soap operas, talk shows, newscasts, and media use in the classroom.

220. SOCIOLOGY OF HEALTH CARE*

(3)

A survey of various issues related to the delivery of medical care in the United States. The roles of physicians, nurses, allied health workers, medical schools, and hospitals discussed. Alternative ways of financing and providing health care. Emphasis on problems in health care delivery.

301; 302. SEMINAR*(See page 19)

(3; 3)

College Officials and Faculty

THE LASELL CORPORATION

President:	ARTHUR M. GRIFFIN
Vice President:	ALFRED C. EDWARDS
Treasurer:	ROBERT S. STOLLER
Clerk:	ROBERT P. FREETO

ELIZABETH S. ADAMS, Auburndale, Massachusetts
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PETER J. BENELLI, Braintree, Massachusetts
LILLIAN G. BETHEL '28, Waltham, Massachusetts
BARBARA ORDWAY BREWER '35, Auburndale, Massachusetts
ALICE PRATT BROWN '29, Middlebury, Connecticut
SHIRLEY GOULD CHESEBRO '33, Newton Highlands, Massachusetts
ELIZABETH C. COLE, Newton Centre, Massachusetts
MILDRED BELL COLE '31, Plymouth, Massachusetts
NANCYE VanDEUSEN CONNOR '57, Wellesley, Massachusetts
RUTH TURNER CROSBY '42, Newtonville, Massachusetts
CHRISTINA FINLAYSON DANA '28, Weston, Massachusetts
ALFRED C. EDWARDS, New Canaan, Connecticut
GERTRUDE FISCHER '41, New Canaan, Connecticut
J. RICHARD FISCHER, Needham, Massachusetts
ROBERT P. FREETO, Auburndale, Massachusetts
ARTHUR T. GREGORIAN, Holliston, Massachusetts
ARTHUR M. GRIFFIN, Auburndale, Massachusetts
MARGUERITE HOUSER HAMLIN '19, Milo, Maine
VIRGINIA OGDEN HAYES '33, Cranston, Rhode Island
LOUISE TARDIVEL HIGGINS '37, West Seabury, Massachusetts
LUCINDA NOLIN JOHNSON '55/77, West Yarmouth, Massachusetts
ESTHER T. JOSSELYN '27, West Hanover, Massachusetts
ELIZABETH HARRINGTON LOGAN '49, Newton Highlands, Massachusetts
MARCIA MADDEN '62, Newmarket, New Hampshire
PRISCILLA PARMENTER MADDEN '37, Wellesley, Massachusetts
COLIN G. NADEAU, Dover, Massachusetts
MILDRED STRAIN NUTTER '17, Needham, Massachusetts
HELEN B. PERRY '24, Melrose, Massachusetts
JOY STEWART RICE '55, Auburndale, Massachusetts
ROSALIE BRIGHTMAN ROSEN '27, Chestnut Hill, Massachusetts
PHYLLIS RAFFERTY SHOEMAKER '22, Watsonville, California
JOSEPH C. SKINNER, Groton, Massachusetts
FAYE WADHAMS SMITH '38, Bloomfield, Connecticut
ROBERT S. STOLLER, Newton Centre, Massachusetts
WALTER E. STONE, Waquoit, Massachusetts
ARLENE WISHART SYLVESTER '38, Auburndale, Massachusetts
KEITH G. WILLOUGHBY, Waban, Massachusetts
DONALD J. WINSLOW, Boston, Massachusetts
PRISCILLA A. WINSLOW '35, Wayland, Massachusetts
BARRY N. WISH, Wayland, Massachusetts

HELEN L. BEEDE '21 (Emerita), Orleans, Vermont
MARION ORDWAY CORLEY '11 (Emerita), West Bridgewater, Massachusetts
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HELEN B. PERRY, Melrose, Massachusetts
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WALTER E. STONE, Waquoit, Massachusetts

TERM EXPIRES 1981

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GERTRUDE FISCHER, '41, New Canaan, Connecticut
ARTHUR M. GRIFFIN, Auburndale, Massachusetts
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ELIZABETH C. COLE, Newton Centre, Massachusetts
ARTHUR T. GREGORIAN, Holliston, Massachusetts
ROBERT S. STOLLER, Newton Centre, Massachusetts

TERM EXPIRES 1984

LOUISE TARDIVEL HIGGINS (Mrs. C.A. Jr.), West Seabury, Massachusetts
KEITH G. WILLOUGHBY, Waban, Massachusetts
DONALD J. WINSLOW, Boston, Massachusetts
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Dean of Admissions

B.S., Ed., Lowell State College

M.Ed., Salem State College

Lasell, 1975-

GERALD BAZER, B.S., M.Ed., C.A.G.S.

Dean of Academic Affairs

B.S., State College, Bridgewater

M.Ed., Northeastern University

C.A.G.S., Boston University

Ph.D. Candidate, University of Michigan

Lasell, 1977-

SUSAN BENSON, B.A.

Admissions Counselor

B.A., University of Hartford

Lasell 1979-

BONNIE BORTLE, B.A., M.Ed.

Director of External Affairs

B.A., Newton College

M.Ed., Boston College

Lasell, 1979-

MAUREEN F. CAREY, A.B.

Registrar

A.B., Regis College

Lasell 1979-

ARTHUR M. GRIFFIN, A.B., A.M., Ed.D.

President

A.B., Tufts University

A.M., Tufts University

Ed.D., Denver University

Lasell, 1975-

ETHEL L. GUEVIN

Executive Assistant to the President

Lasell, 1963-

WILLIAM A. MacLEOD, B.S.

Director of Physical Plant

B.S., Massachusetts Institute of Technology

Lasell 1979-

ELIZABETH SHURTLEFF, A.A., B.A., M.B.A.

Director of Financial Affairs

A.A., Lasell Junior College

B.A., Newton College

M.B.A., Babson College

Lasell, 1977-

EVELYN V. SNEDDON, B.A.

Director of Financial Aid

B.A., S.U.N.Y., Albany

Lasell, 1979-

KIMBERLY A. ST. SAUVEUR, A.B.

Assistant to the Dean of Students and

A.B., Wheaton College

Director of Placement

Lasell, 1980-

CHRISTINA M. TECCE, B.A.

Admissions Counselor

B.A., Merrimack College

Graduate Study, Suffolk University

Lasell, 1979-

HELEN R. WALLSTROM

Dean of Students

Graduate, Goddard College

Lasell, 1951-

FACULTY

- JOSEPH AIETA III, B.S., M.A.
B.S., College of the Holy Cross
M.A., Brandeis University
Lasell, 1969-
- SUSAN ALT, B.A., M.A.
B.A., Tufts University
M.A., University of Chicago
Graduate Study, University of Chicago
Lasell, 1971-
- DAVID BARBERO, B.F.A., M.F.A.
B.F.A., Tufts University
M.F.A., Tufts University
Lasell, 1966-
- LINDA F. BARD, B.A., M.T. (ASCP)
B.A., Boston University
M.T. (ASCP), Newton-Wellesley Hospital
School of Medical Technology
Lasell, 1977-
- CYNTHIA BEAUDOIN, B.S., M.S.
B.S., Bridgewater State College
M.S., Boston University
Lasell, 1963-
- J. KENNETH BENNETT, A.B., A.M.
A.B., Columbia University
A.M., Columbia University
Lasell, 1976-
- LEONIE S. BENNETT, B.S. in Ed., M.F.A.
Graduate of Jackson Von Ladau School
of Fashion and Design and School of
the Museum of Fine Arts
B.S. in Ed., Tufts University
M.F.A., Tufts University
Lasell, 1955-59; 1968-
- MARY BEVILACQUA, R.N., B.S.
B.S., Boston College
Graduate Study, Boston College
Lasell, 1978-
- EDWIN J. BLOOM, JR., B.S.
B.S., Cornell University
Lasell, 1977-
- JANE ANN BROWN, R.N., B.S.N.
B.S.N., Boston College
Lasell, 1980-
- PATRICK J. BURNS, B.A., M.S., M.T. (ASCP)
B.A., Lowell State College
M.S., Mississippi State University
M.T. (ASCP), V.A. Hospital School of M.T.
Lasell, 1975-
- NANCY CARDINALI, R.P.T., B.S., M.S.
B.S., Boston University
M.S., Boston University
Lasell, 1979-
- ELAINE C. CAVANAUGH, B.S. in Ed.
B.S. in Ed., Boston University
Graduate Study, Wheelock College
Lasell, 1958-
- Associate Professor of History,
Chairman of History and Government
Department*
- Associate Professor of Psychology*
- Professor of Art*
- Lecturer in Medical Laboratory
Technology and M.L.T. Program
Coordinator*
- Associate Professor of
Physical Education*
- Assistant Professor of Retailing,
Chairman of Retailing and
Business Management Departments*
- Professor of Art,
Chairman of Art and Music Department*
- Lecturer in Nursing*
- Lecturer in Retailing*
- Lecturer in Nursing*
- Lecturer in Clinical Chemistry*
- Assistant Professor,
Program Coordinator,
Physical Therapist
Assistant Program*
- Associate Professor of Education
Director, Lasell Child Study Center*

- CATHERINE COTTER, A.S., B.S.
A.S., Aquinas Junior College
B.S., Salem State College
Graduate Study, Harvard University
Lasell, 1978-
Lecturer in Secretarial Science
- JEANNE BUDDING COUSINS, B.A., M.A.
Sarah Lawrence College
B.A., Emerson College
M.A., Tufts, University
Graduate Study, Harvard University,
The Sorbonne
Lasell, 1945-
*Professor of Dance
and Physical Education*
- IRVIN L. DALLAS, B.B.A., M.A.
B.B.A., Loyola University
M.A., Sangamon State University
Lasell 1978-
Lecturer in Economics
- ROSARIE DUCEY, R.N., B.S.
R.N., St. Vincent School of Nursing
B.S. in Nursing Education, Boston College
Lasell, 1972-
Assistant Professor of Nursing
- EDNA MAY S. DUFFY, B.A., M.A.T.
B.A., Carlow College
M.A.T., Boston College
Ph.D. Candidate, Boston College
Lasell 1973-
Laboratory Instructor
- MARTIN EPSTEIN, B.A., M.A.
B.A., New York University
M.A., Brandeis University
Lasell, 1969-
Lecturer in Social Relations
- MARGARET S. FORD, B.S., M.Ed.
B.S., College of William and Mary
M.Ed., Boston University
Graduate Study, Boston College, Western
Reserve, University of Maine
Lasell, 1959-
Professor of Secretarial Science
- SUMNER H. FREEDMAN, B.S., M.Ed.
Suffolk University School of Business
B.S., Boston University
M.Ed., Boston State College
Lasell, 1969-
*Lecturer in Advertising and
Sales Promotion*
- YOLANDA GOLDMAN
Universidad de San Carlos
Graduate Study, Universidad de San Carlos,
Universidad de Madrid, Universidad de
Jaime Balmes
Lasell, 1964-
Lecturer in Spanish
- MARY GOOD, B.S.
B.S., Regis College
Graduate Study, Boston University,
New York University
Lasell, 1977-
Lecturer in Fashion Design
- SYLVIA B. GOODMAN, B.S., M.Ed.
B.S., Hunter College; Boston University
M.Ed., Boston University
Lasell, 1965-
Professor of Science
- DAVID GRACE, JR., B.A., M.A.
B.A., Providence College
M.A., Northeastern University
Lasell, 1966-
Associate Professor of English

- LOUISE E. HAMILTON, A.B., M.S.
A.B., Boston University
M.S., Tufts University
Lasell, 1977-
Assistant Professor of Science
- ERVIN H. HOFFART, B.S., M.A.
B.S., University of Nebraska
M.A., University of Nebraska
Graduate Study, Stanford University,
Oak Ridge Institute of Nuclear Science,
Boston College
Lasell, 1969-
Associate Professor of Science
- ELIZABETH IARROBINO, B.F.A., B.S. in Ed.
B.F.A., Massachusetts College of Art
B.S., Massachusetts College of Art
Lasell, 1962-
Associate Professor of Art
- NANCY B. ISAACS, B.A., M.A., M.S.
B.A., Swarthmore College
M.A., Yale University
M.S., Simmons College
Graduate Study, Columbia University
Lasell, 1972-
Director of the Library
- IRENE JACKMAUH, B.S., M.Ed.
B.S., Boston University
M.Ed., Boston State College
Lasell, 1954-56, 1977-
*Assistant Professor
Secretarial Science,
Chairman of Secretarial
Science Department*
- LYDIA KAVANAGH, A.B., M.A.
A.B., Wellesley College
M.A., Wellesley College
Lasell, 1950-57, 1961-
*Lecturer in Romance Languages,
Chairman of Foreign Language
Department*
- MARILYN A. KELLY, R.N., B.S.N.
B.S.N., Simmons College
Lasell, 1976-
Assistant Professor of Nursing
- CLAIRE E. KENT, R.N., B.S., M.S. in Nsg. Ed.
B.S., Simmons College
M.S. in Nsg. Ed., Boston University
Lasell, 1969-
Associate Professor of Nursing
- JENNY KOULOURIS, B.S.
B.S., Boston University
Graduate Study, Boston University
Lasell, 1955-59, 1977-
*Assistant Professor of
Secretarial Science*
- GEORGE LANE, A.B., A.M., Ph.D.
A.B., Boston University
A.M., Boston University
Ph.D., Boston University
Lasell, 1960-
Professor of English
- BARBARA M. LEVY, A.A., B.S. in Ed., M.Ed.
A.A., Lasell Junior College
B.S. in Ed., Tufts University
M.Ed., Boston College
Lasell, 1970-
Lecturer in Child Development
- KATHLEEN A. LOGAN, A.B., M.S.S.W.
A.B., College of New Rochelle
M.S.S.W., Boston College
Lasell, 1977-
Lecturer in Social Relations
- BARBARA M. LONG, B.S., M.Ed.
B.S., Boston University
M.Ed., Boston State College
Graduate Study, Boston University,
Columbia University
Lasell, 1955-60, 1969-
Associate Professor of Economics

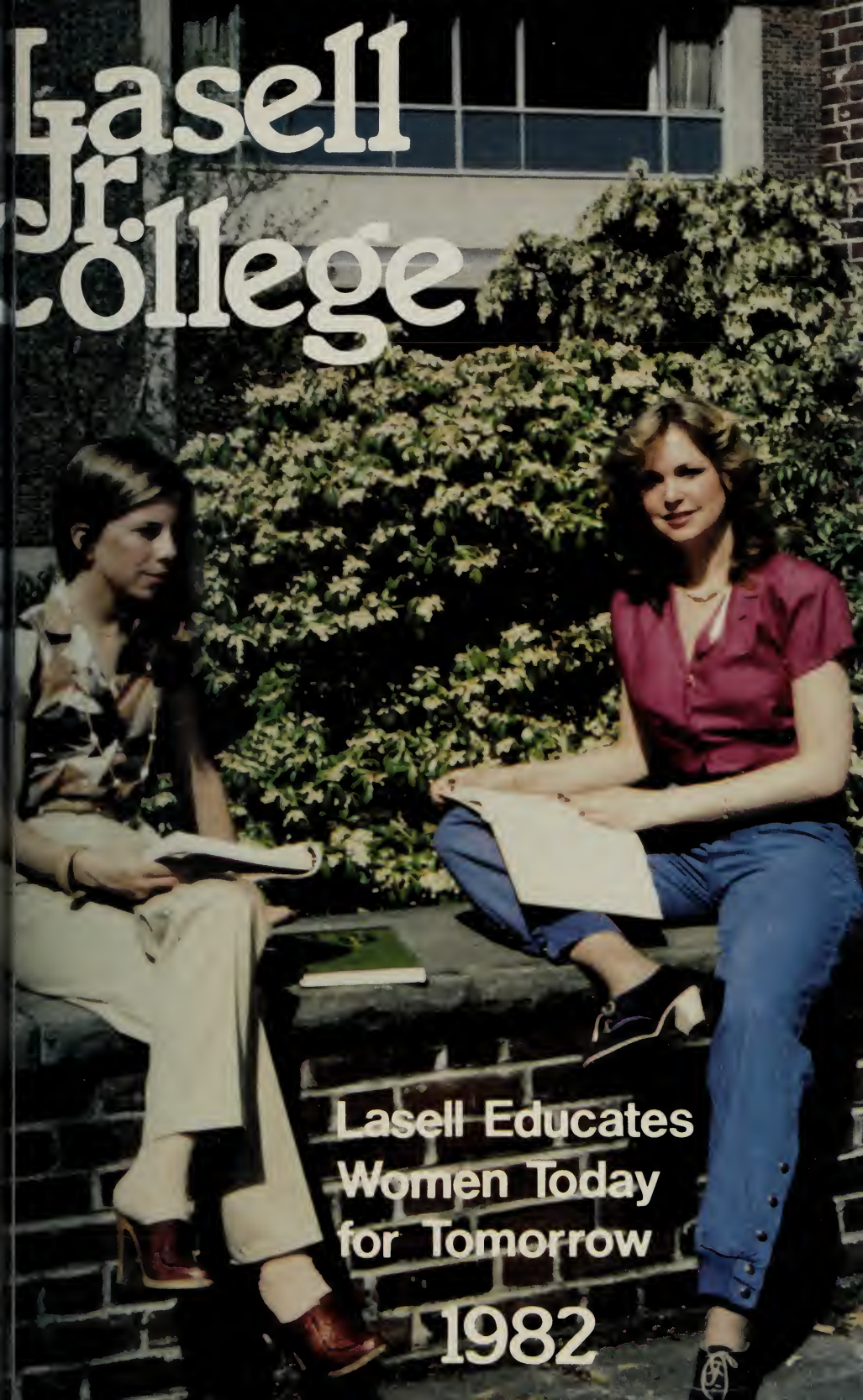
- VINCENT LOPRESTI, B.A., M.A., Ph.D.
B.A., Columbia College
M.A., Columbia University
Ph.D., Columbia University
Lasell, 1976-
Assistant Professor of Biology
- NORMA M. MacLEOD, R.N., B.S., M.Ed., C.A.G.S.
R.N., New England Baptist Hospital
School of Nursing
B.S., Eastern Nazarene College
M.Ed., Boston University
C.A.G.S., Boston University
Lasell, 1962-
Professor of Nursing
- SYLVIA P. MacPHEE, B.A., M.A.
B.A., Regis College
M.A., Northeastern University
Ph.D., Candidate, Northeastern University
Lasell, 1979-
Instructor in Sociology
- CATHY J. MALEK, R.N., B.S.N., M.S. in Nsg. Ed.
B.S.N., University of Wisconsin
M.S. in Nsg. Ed., Boston College
Lasell, 1979-
Instructor in Nursing
- ALBERT R. MANSON, B.B.A., M.Ed.
B.B.A., Northeastern University
M.Ed., Boston University
Lasell, 1972-
Lecturer in Electronic Data Processing
- KENNETH C. MATHESON, A.B., A.M.
A.B., Boston University
A.M., Boston University
Lasell, 1959-
Professor of English
- SUSAN J. MAZOR, R.N., B.S., M.S.
B.S., Villanova University
M.S., Boston University
Lasell, 1975-
Lecturer in Child Development
- RONNI MICHAELSON, B.A., M.Ed., Ed.D.
B.A., Queens College
M.Ed., Boston University
Ed.D., Boston University
Lasell 1969-
Lecturer in Psychology
- SEBASTIAN F. MIGNOSA, B.S. in Ed., M.Ed.
B.S. in Ed., Boston University
M.Ed., Boston University
Lasell, 1956-
Professor of Secretarial Science
- KATHLEEN M. MILLER, R.N., B.S.N.
B.S.N., Boston College
Lasell, 1979-
Lecturer in Nursing
- CONSTANCE W. MILNER, R.N., B.S., MEd.
Warren Academy School of Nursing
B.S. in Nursing, Boston University
M.Ed., Boston University
Lasell, 1956-
*Professor of Nursing,
Chairman of Nursing Department*
- NANCY MORELLO, B.A., M.A., Ph.D.
B.A., Emmanuel College
M.A., Wellesley College
Ph.D., Boston University
Lasell, 1969-
*Associate Professor of Science,
Chairman of Mathematics
and Science Department*
- RONALD F. MOYNAHAN, B.A., J.D.
B.A., St. Francis College
J.D., New England School of Law
Lasell 1979-
Lecturer in Business Law

- DEBORAH M. O'CONNOR, B.S.
B.S., Boston University
Lasell 1978-
Lecturer in Nursing
- HELEN S. O'KEEFE, B.S., M.Ed.
B.S., Emmanuel College
M.Ed., Boston College
Lasell, 1979-
Lecturer in Chemistry
- THOMAS DOANE PERRY III, B.A., Ph.D.
B.A., Yale University
Ph.D., Union Graduate School
Lasell, 1977-
*Lecturer in Anthropology and
Children's Literature and Media*
- PAUL PETRICONE
Massachusetts Institute of Technology
Lasell, 1973-
Instructor in Photography
- ANNA M. POLLOCK, R.N., P.N.P., F.N.P.
St. Elizabeth's School of Nursing
B.S., Boston College
M.S., Boston College
P.N.P., Northeastern University
F.N.P., Worcester Hahnemann
Lasell, 1973-
Lecturer in Nursing
- PETER C. QUINN, A.B., A.M.
A.B., Boston College
A.M., Boston College
Lasell 1975-
Lecturer in Retailing
- ANNE SUTHERLAND ROLLINS, A.S.
A.S., Lasell Junior College
Lasell, 1974-
Teacher, Child Study Center
- CAROLYN ROSEN, R.N., B.S., M.S.
N.N., Bellevue Hospital
B.S., Boston University
M.S., Boston University
Lasell, 1977-
*Assistant Professor of
Medical Assisting,
Medical Assistant Program
Coordinator*
- JACQUELIN SAUNDERS, B.S. in Ed., M.A.
B.S. in Ed., Massachusetts College of Art
M.A., Teachers College, Columbia University
Graduate Study, Cranbrook Academy of Art
Lasell, 1949-
Professor of Art
- MURIEL S. SHEPPARD, B.S. in Ed., M.S. in Ed.
B.S. in Ed., State University of New York
at Potsdam
M.S. in Ed., Wheelock College
Lasell, 1957-
*Professor of Education,
Chairman of Early Childhood
Education Department*
- JANICE SINGER, B.S., M.A., M.P.H.
B.S., University of Maryland
M.A., Boston College
Graduate Study, Boston College
M.P.H., Harvard University
Lasell, 1976-
Instructor in Sociology
- ESTA B. SOFMAN, B.A., M.A.
B.A., Syracuse University
M.A., Fairleigh-Dickenson University
Lasell 1979-
Lecturer in English
- MARGARET J. SOLOMON, A.A., B.S. in Ed.
A.A., Lasell Junior College
B.S. in Ed., Tufts University
Lasell, 1972-
Lecturer in Child Development
- LINDA SPINK, R.N., B.S., M.S.
B.S., Michigan State University
M.S., Boston University
Assistant Professor of Nursing

- NANCY RUTH STAREFOS, R.N., B.S., M.S.
New England Deaconess Hospital
B.S., Boston University
M.S., Boston University
Lasell, 1968-
Associate Professor of Nursing
- LOUISE A. STEBBINS, R.N., B.S.N., M.S.N.
B.S.N., Russell Sage College
M.S.N., University of Maryland
Lasell, 1980-
Lecturer in Nursing
- RICHARD H. STELLAR, B.A., Ed.M., Ed.D.
B.A., Boston University
Ed.M., Boston University
Ed.D., Boston University
Lasell, 1974-
*Assistant Professor of Psychology,
Chairman of Social
Relations Department*
- ANN H. SULLIVAN, B.A., M.A., M.L.S.
B.A., Cornell University
M.A., Boston College
M.L.S., University of California, Berkeley
Ph.D. Candidate, University of California, Berkeley
Lasell, 1977-
Reference Librarian
- DIANNE SULLIVAN, R.N., B.S.
B.S., Boston College
Lasell, 1976-
Lecturer in Nursing
- LORRIE M. SULLIVAN, B.A., M.A.
B.A., Albertus Magnus College
M.A., Simmons College
Lasell, 1968-
Associate Professor of Sociology
- ANN W. TAGGE, B.A., M.A.
B.A., Wellesley College
M.A., Baylor University
International Summer School,
Trinity College, Dublin
Lasell, 1965-
*Professor of English,
Chairman of English Department*
- FRANK TAYLOR, B.A.
B.A., Yale College
Graduate Study, Oxford University,
Harvard University, Longy School of Music
Lasell, 1957-
Professor of Music
- JEAN WATT, B.S.
B.S., Bowling Green State University
Lasell, 1946-
*Associate Professor of Physical
Education, Chairman of Physical
Education Department*
- SADIE C. WEBMAN, A.S., B.S. in B.A.
A.S., Bentley College of Accounting and Finance
B.S. in B.A., Suffolk University
Graduate Study, Boston University
Lasell, 1969-
*Associate Professor of
Secretarial Science*
- JANET WILSON, A.S.
A.S., Lasell Junior College
Lasell, 1970-
Teacher, Child Study Center
- LOUISE A. ZUBROD, B.S., M.Ed., Ed. D.
B.S., Boston College
M.Ed., Boston University
Ed.D., Boston University
Lasell, 1977-
*Assistant Professor of
Psychology*
- STEPHEN A. ZUBROD, B.S., Th.M., Ph.D.
B.S., Pennsylvania State University
Th.M., Boston University
Ph.D., Boston University
Graduate Study, Harvard University
Lasell, 1970-
Associate Professor of Psychology

LASELL JUNIOR COLLEGE
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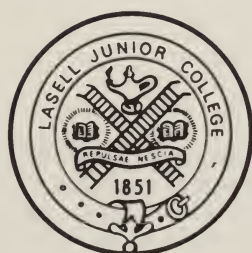
The American Council on Education

The College Entrance Examination Board

National Commission on Accrediting

LASELL JUNIOR COLLEGE

Founded in 1851 as Lasell Seminary



1981-1982

1844 COMMONWEALTH AVENUE
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(617) 243-2000

ADMINISTRATIVE OFFICERS

President	Arthur M. Griffin
Dean of Academic Affairs	Gerald Bazer
Dean of Students	Helen R. Wallstrom
Dean of Admissions	Harry G. Adamian
Director of Financial Affairs	Elizabeth Shurtleff

Lasell Junior College admits students of any age, race, color, national and ethnic origin, and handicap to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, race, color, national or ethnic origin, or handicap in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.

Lasell Junior College does not discriminate on the basis of sex in the admission of individuals to its Nursing Program. All such individuals are due all rights and privileges under college rules and regulations.

Furthermore, the College subscribes fully to all federal and state legislation prohibiting discrimination against applicants, faculty and all other employees for reasons of age, race, color, national and ethnic origin, sex, or handicap.

Lasell Junior College reserves the right to change the contents of this catalog without prior notice.

Visitors to the College are always welcome. The administrative offices at 1844 Commonwealth Avenue, Newton, are open Monday through Friday from 9 a.m. to 4 p.m. all year (except holidays) and until 12 noon on Saturday during the college year. It is requested that personal interviews be arranged in advance by letter or telephoning: 617-243-2225, or the main College switchboard, 617-243-2000.

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LASELL JUNIOR COLLEGE CALENDAR 1981-1982

1981

September	9	Wednesday	New Students Arrive
	11	Friday	Registration for All Students
	14	Monday	Classes Begin
October	12	Monday	No Classes, Columbus Day
	30	Friday	First Quarter Ends
November	24	Tuesday	Thanksgiving Recess Begins After Last Class
	30	Monday	Classes Resume, Retail Field Work Begins
December	18	Friday	Last Day of Classes
	21	Monday	First Day of 1st Semester Exams
	23	Wednesday	Last Day of 1st Semester Exams
	24	Thursday	Retail Field Work Ends

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January	25	Monday	Winter Recess Ends, Registration
	26	Tuesday	First Day of Classes
February	15	Monday	No Classes, Washington's Birthday
March	12	Friday	Spring Recess Begins, Quarter Ends
	22	Monday	Spring Recess Ends
May	7	Friday	Last Day of Classes
	9	Sunday	First Day of 2nd Semester Exams
	12	Wednesday	Last Day of 2nd Semester Exams
	16	Sunday	Commencement
June	7	Monday	Summer Medical Laboratory Technology Program Begins
	7	Monday	Summer Physical Therapist Assistant Program Begins
July	8	Tuesday	Summer Nursing Program Begins
	2	Friday	Summer Physical Therapist Program Ends
	23	Friday	Summer Medical Laboratory Technology Program Ends
	31	Saturday	Summer Nursing Program Ends

General Information

The College

Lasell was founded in 1851 by Edward Lasell as a school for the advanced education of young women. In 1921, the school was transferred from private ownership to a new corporation organized under the law governing non-profit educational institutions. The certificate of organization issued by the Commonwealth of Massachusetts named the new corporation as "Lasell Seminary," and the agreement of association that established the corporation declared its purpose to be "maintaining a school for women and a junior school and other educational activities." On March 7, 1932, by enactment of the Massachusetts Senate and House of Representatives in General Court, the name of the corporation was changed to Lasell Junior College. An act of April 14, 1943, specifically authorized the College to grant the degrees of Associate in Arts and Associate in Science.

As an independent junior college offering both transfer and career programs, Lasell has accepted certain objectives clearly identified with its choice of programs — namely, to provide those students who intend to continue their formal education beyond the two-year course of study with a coherent academic program that will prepare them for admission, with advanced standing, to appropriate four-year colleges; to provide those students who intend to enter certain vocations the educational experience required for success in those vocations; and to provide those students who desire only two years of collegiate education or who have clearly defined educational, professional, or vocational goals beyond the junior college experience with studies that will help them to develop their full human potential.

As a predominantly residential two-year college, Lasell seeks to provide its students with the experience of living in a community organized around a central educational purpose and giving appropriate attention to the social, political, and cultural demands and interests of the larger community. To help the students get the greatest benefit from this experience, the college puts a high premium on the teaching excellence of its faculty, on a favorable faculty-student ratio, on the provision of effective advising and counseling services, and on the kind of administrative support that will promote student fulfillment.

The Campus

Location

The College is located in the village of Auburndale, a part of the suburban city of Newton. Trains, buses, rapid transit (M.B.T.A.) and local taxis afford convenient access to Boston. Trains for New York and the West stop at nearby Station #128. Boston's Logan International Airport is less than a half hour away from the College. The campus is located one and one-half miles from circumferential Route 128 (exit Route 30, east) at the junction of the Massachusetts Turnpike.

The grounds of the College encompass approximately sixty acres which, for the most part, lie along Woodland Road and adjoining streets. The spacious green lawns provide an attractive setting for the more than thirty buildings which comprise the College's physical plant. There are pleasant walks in the residential neighborhood; and the recreation field, the Charles River, Haskell Pond and five tennis courts afford abundant opportunity for healthful outdoor activity.

Buildings

The offices of administration are located in three buildings, Irwin, Potter, and Haskell. At these addresses are the offices of Admissions, the Comptroller, the Registrar, the Deans, the President, the Alumnae Association and the Director of Financial Aid.

The fourteen dormitories are homelike, well-arranged, and thoroughly comfortable. The dormitories include Carpenter, Converse, Gardner, Karandon, Pickard, Blaisdell, Vista, Chandler, Briggs, Nason, Ordway, New Dorm, McClelland, and Woodland. The dining facilities are in Woodland Hall.

Winslow Hall, an auditorium-gymnasium, combines facilities for dramatics and college assemblies, receptions, dances, musical events and the physical education program.

Wass Science Building has been in use since 1955. This modern, three-story structure houses general classrooms and well-equipped laboratories for anatomy, biology, chemistry and physical science. Rockwell Hall accommodates the Child Study Center. Priscilla Alden Wolfe Hall, completed in 1963, provides nine classrooms for the Secretarial Department, an audiovisual aids room, and five classrooms for general use.

Carter Hall, a charming Victorian building, has been completely renovated and equipped as a fine arts center. It includes modern studio facilities for painting, photography, jewelry and ceramics.

The Health and Counseling Center is equipped to serve the needs of students and is staffed by a physician, a medical assistant, counsellors, and a receptionist.

Woodland Hall annex houses the Student Center containing snack bar, game-room, lounges, the College Bookstore, post office and student government offices.

The Library

The Jessie Shepherd Brennan Library was completed in 1968. It is a multimedia learning center containing about 50,000 volumes, periodicals, newspapers and an audio-visual department. To insure that every Lasell student effectively uses the library, a strong program in bibliographic instruction developed by the reference librarian in conjunction with the English department instructs all students in fundamental library skills.

Although the emphasis is of necessity on material which will supplement the courses offered at Lasell and provide for additional study in those fields, the value of a balanced enrichment program for the students is not overlooked. They are encouraged to use the Brennan Library and its resources for pleasure as well as for study and research.

Academic Information

Requirements for Admission

Admissions Policy

Each year the Lasell Admissions Office selects from its applicants those students who seem best qualified to profit from a course of study at Lasell. Consideration is given to the applicant's scholastic record, to a personal evaluation from the secondary school's guidance office, to test scores and to the applicant's choice of program. **An interview is strongly suggested and parents are urged to accompany the applicant.** Personal interviews may be arranged by writing, or telephoning the Admissions Office at (617) 243-2225. If the candidate wishes to remain on campus overnight, arrangements must be made one week in advance.

Lasell utilizes a rolling admissions system. This means that a candidate for admission need not wait until a specific date for the College's decision, but rather can expect to be notified shortly after her application has been completed.

Requirements

Candidates for admission to the freshmen class are normally expected to complete the college preparatory program of an approved secondary school. The Lasell Admissions Officers will also consider applicants who show ability to do college work and who may not have taken the usual college preparatory courses in secondary school. Consideration will also be given to candidates who complete high school in less than four years.

Admission to the Lasell Nursing Program involves the fulfillment of specific course requirements. (See section on nursing program.)

Entrance Examinations

All candidates for admission are urged to take the Scholastic Aptitude Test of the College Entrance Examination Board, or its equivalent, preferably before January of the senior year. Information concerning the tests may be obtained from the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540, or the College Entrance Examination Board, Box 1025, Berkeley, California 94701. Applications should reach the office of the College Board at least one month before the date the tests are to be taken.

Procedure

The completed application, together with a non-refundable fee of \$20, should be returned to the Dean of Admissions. The high school guidance counselor should be asked to send the completed secondary school transcript form to the Dean of Admissions.

It is the responsibility of the applicant to make sure that all required information is sent to the Admissions Office. Applications are considered when all credentials have been received.

Upon acceptance the candidate is given a period of 30 days to accept the offer of admission. A \$200 commitment deposit is required and is not refundable but is applied toward tuition. Commuting students are required to submit a deposit of \$100, applicable toward tuition, but not refundable. If an extension is requested, that request should be made, by letter, to the Dean of Admissions.

Assignment to particular dormitories will be made depending upon availability and based on the date of receipt of the commitment deposit.

Transfers

A limited number of students are admitted each year with transfer credit from other colleges. These students must fulfill the course requirements for graduation and meet the specific demands of their respective programs. A maximum of 30 credits can be accepted in transfer. All nursing students are expected to carry a minimum of 12 credit hours per semester.

Requirements for Graduation

A graduate of Lasell receives the degree of Associate in Arts or Associate in Science according to her curriculum. The specific requirements for the different curricula will be found on the following pages. In addition to the requirements for admission to full freshman standing already outlined, a student must complete at least sixty semester hours of academic and technical work, including English 101-102 and a minimum of twelve hours in Liberal Arts subjects or as prescribed by individual programs. In addition, two credits in Physical Education are required of all students. Candidates for either of Lasell's degrees must complete a minimum of 50% of their course work at Lasell and fulfill the specific requirements of the programs in which they are enrolled.

Although the passing course grade is D, a C minus average is required for graduation or as specified by specific programs. The passing grade in Nursing subjects is C in addition to a satisfactory rating in the clinical area and a C minus in Biology 105 and a C in Biology 106. Medical Laboratory Technician students must maintain at least a C average in each of their science courses. Medical Assistant students and Physical Therapist Assistant students must maintain at least a C minus average in each of their science courses. Medical Assistant students must also maintain a C minus average in each of their secretarial courses.

Before a student will be admitted to classes, her program must receive the approval of her Faculty Adviser and the Registrar. Grades are issued at the end of each semester and determine the student's academic standing.

Grading

A permanent record of scholarship is kept for reference, and semester reports are sent to students and their parents. The grading system employed is as follows: A, superior; B, good; C, average; D, passing; F, failure; INC., incomplete; S, satisfactory; and U, unsatisfactory, are used for Physical Education grades only. Rank in class, class promotion, graduation, and honors are all calculated on the basis of "grade quotients" earned at Lasell. The grade of A is assigned a value of 4; B, 3; C, 2; D, 1; and F, 0. A student's average is computed by multiplying the number of semester hours of credit by the appropriate numerical grade value and then dividing the sum of these products by the total number of semester hours of credit carried.

Students may elect a Pass or Fail option in those courses designated by individual departments at registration. Courses taken on a Pass and Fail basis are not computed in the student's grade point average.

Academic Advising

Upon arrival each freshman is assigned to a Faculty Adviser. In addition, the student is encouraged to consult her individual instructors, the resident head in charge of her dormitory, the Director of Placement and Transfer, or the Deans concerning any problems which may arise, either academic or personal. Parents are invited to give to any of these counselors such confidential information as may aid in understanding and promoting the welfare of their daughters.

Transfer to Senior College

To obtain recommendation for advanced standing on transfer, a student must in general earn a C average or higher. She may have to take certain College Entrance Examination Board Achievement Tests, or other tests as requested by the senior college. It should be noted that the content as well as the quality of both the preparatory school and the junior college programs must be satisfactory to the college which the student desires to enter, whether her purpose is to pursue a liberal arts or a vocational course. Requirements vary and results will generally be more satisfactory to Lasell and to the student when her wishes are stated and discussed at the outset.

It is strongly recommended that students contemplating transfer work very closely with their faculty advisor on appropriate course selections while at Lasell. Wherever possible students should attempt to tailor their Lasell course selections to courses acceptable by the senior college(s) to which application is planned. Lasell course choices should be made after a study of the catalogues of the chosen senior colleges.

Students can be assisted in the transfer process by the Director of Placement and Transfer, by the faculty advisor, and by the Dean of Academic Affairs. From time to time transfer admission representatives from senior institutions are scheduled to meet with interested seniors.

Career Planning and Placement

The Career Planning and Placement office is designed to help all students in their search for part time and full time employment. Current job listings are available to the Lasell community, and individual and group counseling sessions are held throughout the year.

All interested students, especially seniors, are encouraged to set up a placement file during their senior year at Lasell. A registration form, one copy of their resume, three references and any other information should be included in the file. The Career Planning and Placement office keeps all records on file for each student's future use.

Information regarding job recruiters who visit the Lasell campus during the academic year is posted, weekly, for all interested students. A Career Planning and Placement manual is available upon request.

Transfer Opportunities to Other Colleges

During the past several years, Lasell graduates have been accepted for further study at many different institutions. Some of these are listed below.

Admissions representatives from a variety of senior colleges visit Lasell on a regular basis to meet with interested students.

Adelphi University
American College of Switzerland
American International College
American University
Baldwin Wallace College
Bard College
Beaver College
Bentley College
Boston College
Boston University
Bradley University
Capital College
Case Western Reserve
Cedar Crest College
Clark University
Colby College
Colorado, University of
Columbia University
Connecticut, University of
Cornell University
Curry College
Denison University
Denver, University of
Drake University
Drexel Institute of Technology
Duke University
Dunbarton College
Elmira College
Emerson College
Fashion Institute
Finch College
Florida Presbyterian
Florida Southern College
George Peabody College
George Washington University
Georgia, University of
Hartford, University of
Hawaii, University of
Hillsdale College
Hofstra University
Houston, University of
Illinois, University of
Iowa, University of
Jackson College
Keene State College
Lesley College
London, University of
Long Island University
Maine, University of
Marietta College
Maryland, University of
Massachusetts College of Art
Massachusetts State Colleges

Massachusetts, University of
Miami, University of
Miami University (Ohio)
Michigan State
Michigan, University of
Middlebury College
Mills College of Education
Missouri, University of
Nasson College
National College of Education
New England School of Art
New Hampshire, University of
New York, State University of
New York University
North Carolina, University of
Northeastern University
Northwestern University
Oglethorpe College
Ohio State
Paris, University of
Parsons School of Design
Pear School of Art
Penn State University
C. W. Post College
Pratt Institute
Queens College
Rhode Island, University of
Rochester, University of
Russell Sage College
Simmons College
Skidmore College
Slade School of Art (London)
Springfield College
Stetson University
Suffolk University
Syracuse University
Temple Buell College
Tobe Coburn School
Traphagen School of Design
Tufts University
Utica College
Vermont, University of
Vesper George School of Art
Virginia, University of
Washington University
Wayne State University
Wells College
Wellesley College
West Virginia University
Wheaton College
Wheelock College
Whittier College
Wisconsin, University of

College Life

Student Activities

College Government

Since students generally wish to assume collectively a share in the responsibility for their lives in college, and since educators are agreed that such responsibility enhances the development and growth of the individual student, the President and faculty of Lasell have given authority to the Lasell Junior College Government Association to exercise the various powers that have been committed to it for the maintenance of high standards in the community life of the campus.

Student Organizations

In addition to the College Government Association, there are a number of other organizations on the campus that play an active role in furthering students' special interests and in offering opportunities for effective group experience.

These organizations include: the Athletic Association, the International Club, Chorus, the Outing Club, the Retailing Club, the Lasell Student Nurses Association, the Medical Assistants Organization, the Medical Laboratory Technicians Association, and the Child Study Club.

Each year the students and staff of the College join together to plan a series of programs designed to educate the women of Lasell to issues pertinent to them as women. They offer the opportunity to explore one's feelings, beliefs and goals as women through lectures, workshops, films and small group discussions.

Publications

The LASELL LEAF is the College newspaper, written and edited entirely by students. Places on the LEAF staff are open to all students who can meet the academic and literary requirements, or whose background or experiences show some special aptitude for newspaper work. The QUILL is the annual literary publication.

The LAMP is the College yearbook, published by the senior class. Although it contains the traditional information and photographs of the graduating class, emphasis in the LAMP tends to be more on recording pictorially the history of a year at Lasell as an annual souvenir for the entire student body. Editorial and business operations of the publication are in the hands of the students under the supervision of an adviser.

The LASELL BULLETIN is published three times a year by the Office of External Affairs. This is sent to all alumnae and students.

The academic achievements and extracurricular distinctions of Lasell students are regularly and systematically reported to their hometown newspapers by the Office of External Affairs.

The STUDENT GUIDE is published annually providing information for services, rules and regulations for resident and commuter life.

Allowances

If a student is to have an allowance, it is suggested that it be deposited in a checking account in one of the local banks. It is felt that in those cases where the student is to handle her own funds, maturity of judgment is encouraged by familiarity with normal banking methods. The Comptroller is always available for individual financial counsel whenever necessary.

Students are urged not to bring valuable articles such as jewelry or expensive watches. The College cannot assume responsibility for any item of personal effects.

Automobiles

Resident students are allowed to have automobiles only under the terms described in the **Student Guide** and in "Rules Governing Student and Guest Vehicles on Campus." Day students are to use their automobiles for commuting purposes only and are to register them with the College and be assigned a parking area for use throughout the year. Automobiles are not to be used for traveling between classes.

Residence Requirements

All full-time students are required to live in residence unless, as a commuter, the student is married, living with a parent or legal guardian or is financially independent.

Lasell Junior College uses the federal government approved definition in determining "financial independence."

Health and Counseling Services

The Health and Counseling Center is for the use of both resident and day students. The health fee entitles a student to the use of the first aid rooms and to consultation with the professional medical personnel who staff the Center when these personnel are on campus. Also available are referrals to medical and dental specialists, whose services may be desired in particular cases. These doctors, however, are not covered by the health fee, nor are charges for laboratory tests and X-rays. The student or parent will receive bills for laboratory charges, consulting physician and dentist fees, and prescription drugs.

A complete medical history and physical examination report is required by the time of registration. Regarding immunizations, a physician should be consulted to verify individual student needs. A recent Tuberculin test (patch test not accepted) and/or chest X-ray must be done. Students entering the Nursing Program or the Medical Assistant Program have additional health requirements as indicated on the health form sent to each student by the Admissions Office. Each medical assistant student must have a serology examination.

The Counseling Service is available as part of the health fee, for growth-producing experiences as well as for limited help in special times of need. Referrals to the staff counselors may be made by students, faculty, or staff; and students are always welcome to seek individual counseling or to participate in group sessions dealing with pertinent issues of social development.

All students who are not covered by their family's medical insurance for hospitalization and related services should consider taking advantage of the health insurance program offered by Lasell. Information regarding this program will be sent to all students.

Fees and Financial Aid

General Policy

Lasell Junior College, like other educational institutions, has been subject to significant inflationary pressures for almost a decade. The College has made every effort to meet this difficult situation through increased efficiency in operations, but regretfully, from time to time, it has been obligated to increase tuition and fees. Any such increases are being limited to minimal, essential amounts. The College reserves the right to make changes in fees as circumstances warrant.

Inasmuch as the College must commit its resources to its program and services for the entire year, it is essential that the annual income from fees be assured. For this reason, it is understood that students are enrolled for the entire college year, or such portion as may remain after the date of entrance. The fact that the college fees are paid in two or more installments does not constitute a fractional contract. The parent or guardian agrees that in the event of suspension, dismissal, absence, illness, or withdrawal for any reason whatsoever, no part of the tuition, room and board, or other fees will be refunded except as noted below under the paragraph entitled REFUND POLICY. This includes withdrawal because of interruption of classes due to strikes or civil disorders beyond the control of the College. Any unpaid balance of all such charges shall become immediately due and payable.

College transfer information (transcripts) will not be processed for delinquent accounts. The College also reserves the right to withhold diplomas of students who have outstanding obligations at the time of graduation.

Fees For Academic Year September 1981 To May 1982

BASIC FEES

	Resident	Day
Tuition	\$4095	\$4095
Room & Board	2673	—
General Fee	75	75
Health Center Fee	110	70
Student Activities Fee	55	55
	<u>\$7008</u>	<u>\$4295</u>

ADDITIONAL FEES

Nursing Major Fee	\$ 75	\$ 75
Health Major Fee	25	25
(Physical Therapist Assistant, Medical Lab Technician, Medical Assistant)		
Extra Credits (over 15 hrs.)	110/CrHr	110/CrHr
Crafts Lab	45/Sem	45/Sem
Jewelry Lab	55/Sem	55/Sem
Photography Lab	60/Sem	60/Sem
Art for Childhood Education	25/Sem	25/Sem
Art for Recreation	30/Sem	30/Sem
Printmaking I & II	50/Sem	50/Sem
Weaving Off The Loom	50/Sem	50/Sem
Auto Parking Fee	50/Yr	20/Yr
Non-Resident Room & Board	—	75/Wk
10-Payment Plan	35/Yr	35/Yr
Late Registration Fee	10	10

SUMMER HEALTH MAJOR PROGRAMS, 1981 (Payments Due Before June 1)

Nursing

Tuition	\$670.00
Room	265.00
Total	<u>\$935.00</u>

Medical Laboratory Technician

Tuition	\$450.00
Room	265.00
Total	<u>\$710.00</u>

Physical Therapist Assistant

Tuition	\$300.00
Room	140.00
Total	<u>\$440.00</u>

Special Fees

Part-Time Student Tuition \$122/CrHr

Uniforms for nurses (approximate cost for two years) 60

If two sisters attend Lasell concurrently, Tuition, Room and Board costs will be reduced by ten percent for one sister.

Special arrangements may be made for private tutoring or private lessons in piano, organ, or voice.

Non-Resident students desiring to become resident students for less than an entire semester (depending upon available space) will be charged \$75.00 for room and board per week. (This does not apply to Retailing students during field work periods. No deduction is made for absence from meals while a student is in residence, or for Retailing students during their field work period.)

Non-Resident Luncheon Program — Details may be obtained at the time of registration.

Textbooks, stationery, and other supplies, including drawing papers, paint and other art requirements, may be purchased at the College Bookstore.

Details regarding automobile fees may be obtained from the STUDENT GUIDE and "Rules Governing Student and Guest Vehicles on Campus."

Explanation of Fees

- The General Fee concentrates in one fee a number of minor cost items — for example, identification cards, field trip transportation, graduation etc. For students in the Nursing Program there is an additional Nursing Major Fee of \$75 which covers transportation to and from hospital assignments, extra science laboratory usage, and liability insurance.
- The Health Center Fee entitles the student to the use of the College dispensary and consultation with the professional medical personnel who staff the Center. The health fee is for services provided by the College and does not duplicate the "Accident and Sickness Insurance." (See below.) The Health Fee does not cover the costs of prescriptions, laboratory tests, etc., that may be specified by the college physician.
- For students in the Physical Therapist Assistant, Medical Laboratory Technician and Medical Assistant Programs, there is an additional health major fee of \$25 which covers liability insurance and extra science laboratory usage.
- The Student Activities Fee covers class dues, concerts, special student social functions, lectures, and student publications.

Accident and Sickness Insurance (Optional)

Because many of the private or group medical and hospitalization plans held by parents terminate coverage of dependents at eighteen or nineteen years of age, the College urges parents to review the coverage they have for their daughter. For those who may need such coverage, the College makes available an optional comprehensive Accident and Sickness Insurance plan. Detailed information is provided by the Business Office in the Summer of each year.

Refund Policy

If written notification that a student has withdrawn is received by the Academic Dean prior to the first day of classes, the amount paid for tuition (less the tuition deposit required) will be refunded.

Refunds are made for:

1. Involuntary Withdrawal:
After first day of classes, 100% of the UNEARNED YEARLY FEES (pro-rated) when withdrawal is at written direction of the College Medical Director.
2. Voluntary Withdrawal or Dismissal:
 - A. After first day of classes, 80% of the UNEARNED YEARLY FEES (pro-rated) when withdrawal or dismissal occurs during the first 28 consecutive calendar days of the academic year.
 - B. After the 28th consecutive calendar day of attendance, 60% of the UNEARNED YEARLY FEES (pro-rated).

Schedule of Payments

The schedule of payments is included in the enrollment contract each year. For those who prefer to pay in monthly installments, a 10-payment plan is available. A plan by which individuals may extend payments for even longer periods of time is available through Tuition Plan, Inc. For details: contact the Business Office.

Financial Aid

Policy

Lasell's policy regarding financial assistance is to aid as many as possible of those in need. Financial Aid awards are based on need, and are determined by the Financial Aid Director. Decisions are arrived at through information received from the College Scholarship Service's Financial Aid Form (FAF), Lasell's Financial Aid Application and any other pertinent information available including a copy of the 1040.

Renewal awards are not made automatically. Each student must file a new Lasell application and a new FAF before February 1, 1982. Both of these forms may be obtained in Lasell's Financial Aid Office, Irwin Hall.

Procedures for Making Application For Financial Aid

1. Request a Lasell Financial Aid Application from the Financial Aid Office. Complete this form and return it no later than February 1st.
 2. Obtain a Financial Aid Form (FAF) from your own school (if an entering student) or from the Financial Aid Office at Lasell (if enrolled student). Complete and mail the statement to the College Scholarship Service before February 1, 1982. A new application must be filed each year.
 3. Have a copy of your family's most recent income tax statement (IRS-1040) sent to Lasell's Financial Aid Office to complete your file.
 4. Independent, self-supporting students must submit their own IRS-1040 form.
- Any financial changes arising throughout the year should be reported to and discussed with the Director of Financial Aid.

Sources of Financial Aid

Lasell Scholarships — The income derived from funds donated by friends of Lasell is the basis of these awards. A list follows at the end of this section. These are awarded to financial aid applicants based on need.

Lasell Alumnae Scholarships

Financial assistance offered by Lasell Alumnae, Inc. is reserved largely for students who have completed one year of work at Lasell.

Supplemental Educational Opportunity Grants (SEOG)

These grants from the Federal Government are available to students who demonstrate need. The awards are administered by Lasell's Financial Aid Office.

National Direct Student Loan Program (NDSL)

These Federal Government loans are available to students on the basis of need, and are administered by the Financial Aid Office.

Campus Work Study

Students who receive work study are assured a part time job on campus for the academic year. The placements are made by the Financial Aid Office.

Nursing Scholarship Program

These scholarships are Federal funds available to nursing students who demonstrate financial need.

Nursing Loan Program

Federal loan funds are available to nursing students in need of assistance, and are administered by the Financial Aid Office.

Basic Educational Opportunity Grant Program (BEOG)

The Federal Government administers these grants directly to students on the basis of need. Applications may be obtained in high school guidance offices, public libraries and Lasell's Financial Aid Office. The Financial Aid Form (FAF) may be used as the Basic Grant Application. All financial aid recipients must apply for the Basic Grant.

State Scholarships

These scholarships are given out by a state to students in need of funds. The type and amount of these scholarships vary from state to state. Contact your local (home) State Higher Education Office for information.

Guaranteed Student Loan Program

These loans are available to most students directly through local banks and lending institutions at prime interest rates. Interested students should contact the Student Loan Officer at their local banks for information regarding application procedures.

Any student applying for financial aid at Lasell is considered for any of these programs, and is usually awarded an aid package consisting of two or more of them. It is the responsibility of the student herself to apply to the three programs which are administered outside of Lasell (i.e. BEOG, State Scholarship, Guaranteed Student Loan Program). The Financial Aid Office stands ready to help any student obtain and submit these applications properly.

Lasell Scholarships

THE HENRY MORTON DUNHAM FUND

Given by the will of Mr. Henry M. Dunham, organist, conductor, and composer, who, as instructor and later chairman, was associated with the Department of Music from 1897 to 1928. Income to be used for a student in organ.

THE RUSSELL B. STEARNS SCHOLARSHIP FUND

THE JEREMIAH CLARK SCHOLARSHIP FUND

THE BIRD SCHOLARSHIP FUND

Given by the will of Miss Charlotte A.K. Bancroft of the Class of 1857.

THE ANGELINE C. BLAISDELL SCHOLARSHIP FUND

Given in memory of their daughter, Hannah Proctor Bonner of the Class of 1910, by Mr. and Mrs. William L. Proctor of Millbury, Massachusetts.

THE PATRICIA COLE SCHOLARSHIP FUND

Given in memory of Patricia Cole, Lasell Junior College Faculty Member.

THE GRACE VICARY POTTORF SCHOLARSHIP FUND

Given in memory of her daughter, Grace Vicary Pottorf of the Class of 1907, by Mrs. Charles N. Vicary of Canton, Ohio.

THE LILLIE ROSE POTTER MEMORIAL FUND

Given in memory of Lillie Rose Potter, Class of 1880, by alumnae and friends. Miss Potter served as Preceptress and Dean at Lasell from 1902 to 1935 and was Dean Emeritus from 1935 to 1952.

THE PRISCILLA ALDEN WOLFE SCHOLARSHIP FUND

Given by alumnae and friends in memory of Priscilla Alden Wolfe, '19. Mrs. Wolfe, elected to the Board of Trustees in 1948, was Chairman at the time of her death in 1961.

THE MARGARET STEVENSON MCCREERY SCHOLARSHIP FUND

Given by her classmates in memory of Margaret Stevenson McCreery, '60.

THE FLORENCE ADAMS SCHOLARSHIP FUND

Established in 1967 as the gift of Mrs. Walter H. Godsoe (Lydia A. Adams, '18) in memory of her mother. Preference is to be given to students from the State of Maine.

THE MABEL TOWER EAGER MEMORIAL SCHOLARSHIP FUND

Given by the family of Miss Mabel Tower Eager, Class of 1888. Miss Eager was a trustee of the College in the period 1933-1958. Nine acres of the present Lasell campus was her gift by bequest.

CHARLES E. BARRY SCHOLARSHIP

An annual scholarship in the amount of \$500 in memory of Dr. Barry, a former Chairman of the Retailing Department.

THE HELEN CARTER JOHNSON SCHOLARSHIP FUND

Initiated in 1967 by Mrs. Ralph G. Johnson (Helen Carter, '07).

THE HELANE JONES PRESSEL SCHOLARSHIP FUND

Established in 1968 by the bequest of Mrs. Kenneth L. Pressel (Helane Jones, '32).

THE WILLIAM E. SCHRAFFT AND BERTHA E. SCHRAFFT MEMORIAL SCHOLARSHIP FUND

Established by grants of \$5000 in 1968 and again in 1969, from the philanthropic trust bearing the name of Mr. and Mrs. Schrafft. Preference is to be given to students in nursing or in training for one of the health professions.

THE MARY GOODWIN OLMSTED SCHOLARSHIP FUND

Established in 1968 by Mrs. Henry C. Olmsted (Mary E. Goodwin, '03).

HANNAH PROCTOR BONNER SCHOLARSHIP FUND

Given in memory of their daughter, Hannah Proctor of the class of 1910, by Mr. and Mrs. William L. Proctor of Hillbury, Massachusetts.

EVA ROBERTSON SCHOLARSHIP FUND

MAX M. AND MARIAN M. FARASH SCHOLARSHIP FUND

Established in 1973 by Mr. and Mrs. Farash of Rochester, New York.

NELLIE J. FEAGLES SCHOLARSHIP FUND

Established in 1970 by Walter R. Kattelle in memory of his wife Nellie J. Kattelle (Nellie J. Feagles '97). Preference is to be given to students in Home Economics or Language study.

MORGAN WILLIAMS SCHOLARSHIP FUND

Established in 1973 by Mr. and Mrs. Douglas R.G. Williams (Sylvia T. Morgan '30). Given annually on the basis of character and citizenship.

THE EVELYN LADD RUBLEE SCHOLARSHIP FUND

Given by her family in memory of Evelyn Ladd Rublee '28.

GREATER BOSTON LASELL CLUB SCHOLARSHIP

Given annually by the club to an outstanding student who has completed one year of work at Lasell.

ELEANOR T. EDWARDS SCHOLARSHIP

An annual scholarship in the amount of \$500 in memory of Eleanor T. Edwards. Mrs. Edwards, the mother of an alumna (Gail Edwards Procock '67) and wife of Alfred C. Edwards, Vice President of the Board of Trustees, provided unusual understanding and support to Lasell that resulted in significantly positive and forward strides for the College. The recipient should demonstrate qualities of love, loyalty and understanding to reflect her outstanding human qualities.

EILEEN RUTH MOSES SCHOLARSHIP

An annual scholarship established by the Student Nursing Association with the intent that the income of the monies should provide a scholarship for a deserving nursing student. Eileen R. Moses was a member of the Class of 1978.

RICHARD A. WINSLOW SCHOLARSHIP

An annual scholarship in the amount of \$500 in memory of Richard A. Winslow, a devoted and long time Trustee of Lasell Junior College (1948-1978). The recipient should demonstrate the qualities of love of learning, great personal strength of character, and devotion to duty as emulated by Richard A. Winslow.

EMMA GILBERT CARVER SCHOLARSHIP

Given by the family of Emma Gilbert Carver, Class of '45.

ALICE MAY MEMORIAL FUND

Given in memory of the late Alice May who served as bursar of the college for fourteen years.

Programs of Study

General Information

Course Numbers

The numbering system used to identify the course offerings described hereafter is based on a division of all courses into "100 level" or primarily freshman courses, and "200 level" or senior courses. This division is intended to serve as a general guide only, and in making up her program the student should be aware that there are a number of courses in which the enrollment is almost equally divided between freshmen and seniors, and that in cases of special interest, special aptitude, or even of mere conflict in scheduled hours, exceptions can frequently be arranged after consultation with the student's academic adviser and the instructor of the course in question.

In general, odd-numbered courses are offered in the first semester only; even-numbered courses, the second semester. An odd number followed by the letter s indicates a one-semester course offered both semesters. Courses identified by two numbers separated by a hyphen are year courses. Students may select the first semester only of such courses unless a program requires a full year. Normally, students must take the first semester of such courses before taking the second. Exceptions to this can be made with the consent of the instructor based on individual student backgrounds.

Those courses marked with an asterisk(*) are considered Liberal Arts courses.

Seminars

A "300" course is designed to satisfy the needs of qualified students prepared to work on a specialized subject in a seminar encouraging independent academic effort. Each year, different one-semester courses that match faculty ability to student interest may be offered. Enrollment is limited and requires the consent of the instructor. Priority will be given to qualified students.

Independent Study

Students who wish to apply for Directed or Independent Study ("400" courses) should consult with the appropriate department chairmen before April 1 and December 1 of each academic year.

College Policy

The College reserves the right not to offer a course for which fewer than eight students enroll.

Numerals in parentheses to the right of the course title in the Course Descriptions Section give the total credit in semester hours carried by the course. In general, a semester hour of credit represents one hour a week of lecture or two hours of laboratory or studio work. All courses may not be offered any one semester or even in any one year.

Accounting

The **Accounting Program** provides students with a strong background in specialized accounting skills and exposure to the world of business in general. Students learn the various components of business organizations and the role of accounting within them. The emphasis is on practical accounting work such as the maintenance of accounting books and financial records for a variety of types of business concerns, the preparation of federal tax returns for individuals and corporations, and the analyzing and interpreting of financial statements.

Graduates of this Program are eligible to join one of the fastest growing professions in the country with especially good opportunities for young women. Employment immediately after graduation can include working as a semi-professional directly assisting a Certified Public Accountant, or as a junior accountant trainee, cost accounting trainee, or assistant office manager. Places of potential employment include business corporations, industrial firms, government agencies, banks, insurance offices, and retail organizations.

Students interested in transferring to a four year college in pursuit of a bachelors degree in accounting with the possibility of becoming a Certified Public Accountant can use the two years in this Program as a most appropriate base for this later study. Advancement within the field of accounting can be most rapid dependent on a student's initiative, ability, and academic preparation.

Graduates from the **Accounting Program** receive the Associate in Science Degree.

Accounting

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Mathematics 105	Introductory Math I	3	
(or)	(or)		
Mathematics 107	Introduction to Statistics		
Business 107	Principles of Business Management I	3	
Accounting 223-224	Principles of Accounting I & II	3	3
Office Administration 121s	Business Math		3
Business 207	Marketing: Principles and Methods	3	
	Electives (Liberal Arts electives recommended)		6-8
	Physical Education†	(1)	(1)
		15	15-17
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Accounting 225-226	Intermediate Accounting I & II	3	3
Accounting 227	Cost Accounting	3	
Accounting 228	Federal Income Taxation		3
Economics 131s	Principles of Economics I	3	
Law 135s	Business Law I		3
Office Administration 239	Electronic Data Processing	3	
	Elective (Business elective recommended)		3
	Liberal Arts Electives	3-4	3-4
		15-16	15-16

†Course required, but does not carry academic credit.

ART

The Art Department offers a flexible program comprised of studio work and Liberal Arts courses. After a common first year of courses for all art majors, students may choose from several second year options including: Fine Arts, Advertising Design, Interior Design, Fashion Design, or Ceramics, Jewelry or Photography. The student is encouraged to select those courses which best accommodate her individual interest.

In conjunction with the general requirements for graduation (see page 8), a student who wishes to complete the **Art Program** must accrue 30-36 credit hours in studio courses and 6 credit hours in Art History courses (which qualify as the Liberal Arts courses specified in the general requirements).

The Art Department welcomes all members of the college to participate in art courses. Most studio courses are open without prerequisite.

For incoming students, portfolios will be reviewed upon request, but it is not the sole criteria for acceptance to the Art Department.

At the end of each year, a final portfolio from the first and second year Art students, representing all their class work at Lasell, is required for review by the Art Faculty. This is to prepare the students for a professional presentation of their art work when they graduate.

In the Art Department, a total of 62 credits is required for graduation which includes 2 credits in Portfolio I and II.

Graduates receive the Associate in Arts Degree.

ART (All Students)

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Art 103-104	Encounter with Art I & II	3	3
Art 105-106	Design and Color I & II	3	3
Art 113-114	Fundamentals of Drawing I & II	3	3
Art 126	Portfolio I		1
	Electives	3	3
	Physical Education†	(1)	(1)
		15	16

†Course required, but does not carry academic credit.

Fine Arts

SECOND YEAR OPTION		CREDIT HOURS	
		1st sem.	2nd sem.
Art 207	Advanced Design	3	
Art 107	Watercolor I		
(or)	(or)		
Art 203	Painting I	3	
Art 205	Figure Drawing I		
(or)	(or)		
Art 206	Figure Drawing II		3
Art 211	Ceramics I		
(and/or)	(and/or)		
Art 209	Jewelry I		
(and/or)	(and/or)		
Art 219s	Photography I	3	3
Art 226	Portfolio II	1	
	Electives	3	6
	Liberal Arts Electives	3	3
		16	15

Advertising Design

SECOND YEAR OPTION

		CREDIT HOURS	
		1st sem.	2nd sem.
Art 217-218	Advertising Design I & II	3	3
Art 207	Advanced Design	3	
Art 215	Printmaking I	3	
Art 219s	Photography I		3
Art 107	Watercolor I		
(or)	(or)		
Art 203	Painting I	3	
Art 205	Figure Drawing I		
(or)	(or)		
Art 206	Figure Drawing II		3
Art 226	Portfolio II	1	
	Elective		3
	Liberal Arts Electives	3	3
		16	15

Ceramics, Jewelry or Photography

SECOND YEAR OPTION

		CREDIT HOURS	
		1st sem.	2nd sem.
Art 207	Advanced Design	3	
Art 107	Watercolor I		
(or)	(or)		
Art 203	Painting I	3	
Art 205	Figure Drawing I		
(or)	(or)		
Art 206	Figure Drawing II		3
Art 226	Portfolio II	1	
Art 211-212	Ceramics I & II		
(or)	(or)		
Art 209-210	Jewelry I & II		
(or)	(or)		
Art 219-220	Photography I & II	3	3
	Art Elective		3
	Electives	3	3
	Liberal Arts Electives	3	3
		16	15

Interior Design

SECOND YEAR OPTION

		CREDIT HOURS	
		1st sem.	2nd sem.
Art 201-202	Interior Design I & II	3	3
Art 207	Advanced Design	3	
Art 107	Watercolor I		
(or)	(or)		
Art 203	Painting I	3	
Art 219s	Photography I		3
Art 214	Weaving Off The Loom		3
Art 211	Ceramics I	3	
Art 226	Portfolio II	1	
	Elective		3
	Liberal Arts Electives	3	3
		16	15

Fashion Design

SECOND YEAR OPTION

CREDIT HOURS

		1st sem.	2nd sem.
Art 227-228	Fashion Design Studio I & II	3	3
Art 209-210	Jewelry I & II	3	3
Art 217-218	Advertising Design I & II	3	3
Art 226	Portfolio II	1	
Art 205	Figure Drawing I		
(or)	(or)		3
Art 206	Figure Drawing II		
	Elective (Retailing course recommended)	3	
	Liberal Arts Electives	3	3
		16	15

Business Management

The Business Management Program has been designed to meet the increasing need for women in the field of Business Management. Statistics dealing with employment projections indicate that this will be an area of significant growth in the 1980's.

This Program is designed to permit its graduates to either transfer to a four-year institution majoring in Management or Business Administration or to enter the job market in entry level management positions.

Graduates receive the Associate in Science Degree.

Business Management

FIRST YEAR

CREDIT HOURS

		1st sem.	2nd sem.
English 101-102	Writing	3	3
Accounting 223-224	Accounting I & II	3	3
Business 107-108	Principles of Business Management I & II	3	3
Law 135-136	Business Law I and II	3	3
Mathematics 105	Introductory Mathematics I	3	
	Elective		3
	Physical Education†	(1)	(1)
		15	15

SECOND YEAR

CREDIT HOURS

		1st sem.	2nd sem.
Economics 131-132	Principles of Economics I & II	3	3
Business 215	Personnel Management	3	
Business 209-210	Advertising and Sales Promotion I & II	3	3
Business 216	Employee Relations		3
Business 207	Marketing: Principles and Methods	3	
	Liberal Arts Electives	3	6
		15	15

†Course required, but does not carry academic credit.

Community Recreation

For the woman who is interested in recreation, youth leadership and the related fields of human services, Lasell offers a comprehensive program in **Community Recreation**.

Along with required courses in English, Social Relations and Science, the **Community Recreation** major will be introduced to experiences in "in-service" training in the area of recreation under the supervision of qualified faculty and through working with the Newton Y.M.C.A., local nursing homes, day-care centers and in the Lasell campus recreation programs.

The **Community Recreation Program** is designed to prepare the graduate to enter the job market as a recreation aide or to transfer to a four-year institution as a major in Recreation.

Graduates receive the Associate in Science Degree.

Community Recreation

FIRST YEAR

		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Recreation 101-102	Introduction to Recreation I & II	3	3
	Social Relations Electives	3	3
	Science Electives	3-4	3-4
	Principles of Biology (or) Physical Science (or) Human Biology	}	
Art 225	Art in Recreation		
Recreation 103-104	Recreation Skills I & II		
	Elective		
		16-17	16-17

SECOND YEAR

		CREDIT HOURS	
		1st sem.	2nd sem.
Recreation 201-202	Supervised Field Placement and Recreation Seminar I & II	4	4
	Social Relations Electives	3	3
	Art or Music Electives	3	3
	Electives (Social Relations Recommended)	6	6
Office Administration 109	General Typing I	2	
		18	16

Early Childhood Education

The **Early Childhood Education Program** offers a flexible course of study for women who are interested in caring for young children in both home and school settings. Students may elect one of two programs offered.

The Early Childhood Transfer degree is designed to fill the special needs of students who are interested in becoming thoroughly trained kindergarten or elementary school teachers. Basic courses which provide both theoretical and practical knowledge of the field of child growth and development are offered. These students should plan to pursue a baccalaureate degree upon graduation from Lasell. Early Childhood Education transfer majors are strongly urged to have their Lasell programs approved by both their academic advisers and by the college to which they plan to transfer because degree requirements vary from college to college.

The Early Childhood Non-Transfer degree is designed to provide practical understandings and skills necessary for living and working with young children either in the home or school setting. Graduates of this program will be qualified to teach in nursery school or day care programs.

Students in both transfer and non-transfer programs have the opportunity to both watch and participate at the Lasell Child Study Center. The center is a model nursery school under the direction of four master teachers who are trained in the field of Early Childhood Education. The center offers children learning experiences with a wide range of recreational equipment and educational materials currently in use in the best American nursery schools. The center provides Early Childhood Education students the opportunity to observe both individual and group behavior of children in an educational setting. It also provides supervised opportunities for the student to actively work with young children as practicing teachers.

Graduates of either of the **Early Childhood Education Programs** thus acquire both theoretical knowledge and practical experience in the field of Early Childhood Education.

Graduates from the transfer program receive the Associate in Arts Degree; graduates from the non-transfer program receive the Associate in Science Degree.

Early Childhood Education

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Early Ch. Ed. 101-102	Child Development I & II	3	3
English 101-102	Writing	3	3
Psychology 201s	Introductory Psychology	3	
Physics 101-102	Physical Science I & II	3	3
(or)	(or)		
Mathematics 101-102	Elements of Mathematics I & II		
	Electives	3	6
	Physical Education†	(1)	(1)
		15	15
SECOND YEAR (Non-Transfer Students)		CREDIT HOURS	
		1st sem.	2nd sem.
Early Ch. Ed. 201-202	Orientation in Early Ch. Ed. I & II	4	4
Music 106s	Music for Childhood Education		3
Art 223s	Art for Childhood Education	3	
Early Ch. Ed. 207s	Children's Literature		3
History 101-102	History of Western Civilization I & II	4	4
(or)	(or)	3	(or) 3
History 123-124*	History of American Civilization I & II		
Psychology 204s	Child Psychology		
	Electives	6	3
		16-17	16-17
SECOND YEAR (Transfer Students)		CREDIT HOURS	
		1st sem.	2nd sem.
Early Ch. Ed. 201-202	Orientation in Early Ch. Ed. I & II	3-4	3-4
	(or)		
	Liberal Arts Electives		
Biology 101-102	Principles of Biology I & II	4	4
History 101-102	History of Western Civilization I & II	4	4
(or)	(or)	3	(or) 3
History 123-124*	History of American Civilization I & II		
Liberal Arts Electives	Literature, History or Economics		
	Liberal Arts Electives	3	3
		16-18	16-18

*Though not generally advisable, students may take one semester of Western Civilization and one semester of American Civilization.

†Course required, but does not carry academic credit. A student must complete 2 units of first aid and dance therapy.

Human Services: Human Services (General Option)

Mental Retardation (Specialist Option)

This Program consists of two options for students: one in the field of human services generally and one in the human services specialty of Mental Retardation. Students interested in either possibility take a common set of required courses during their first semester before branching off into either of the two options.

The **Human Services General Option** responds to the directions that the field of human services is now taking. Those directions include:

- community-based residential treatment centers
- community "multi-service centers"
- out-patient day care facilities
- school programs that integrate "normal" and "problem" children
- out-patient medical treatment

Students in this Program will supplement appropriate course work with assignments to various agencies for field experience. Consequently, a graduate of the Program will be qualified to enter the work world as a paraprofessional assisting in the care of patients, students, or clients. In addition, a graduate of this Program may transfer to a four-year program in fields such as social work, rehabilitation counseling, human services, or liberal arts.

Students who are interested in transferring to a program in liberal arts are encouraged to select for their electives courses that are part of a traditional liberal arts education, e.g., philosophy, history, science, math, etc.

The **Mental Regardation Specialist Option**, as an adjunct to the Human Services Program, offers specialization in working with the mentally retarded. Since the Mental Health Act of 1963 treatment for the mentally retarded has received much attention. Helping people with varying degrees of mental retardation to function at the best of their abilities and to approximate "normal" lives with integrity has been and is being achieved through sheltered workshops, community residences, out-patient clinics, and the like. Opportunities abound for qualified, interested paraprofessionals to be a part of this growing field.

Students in this Program participate in the general Human Services Program, study mental retardation and learn specific treatment modalities, and actually work in mental retardation agencies during three of their four semesters at Lasell. A graduate of the Program will be qualified to enter the field as a paraprofessional assisting in the treatment and education of the mentally retarded, or she may transfer to a four-year program in rehabilitation counseling or social work.

Graduates receive the Associate in Arts Degree.

Human Services

	FIRST YEAR (All Students)	CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Psychology 201s	Introductory Psychology	3	
Psychology 213	Introduction to Human Services	3	
Psychology 223	Community Resources	3	
Psychology 210	Abnormal Psychology		3
Psychology 214	Supervised Field Placement and Seminar I†		6
Sociology 111s	Introductory Sociology		3
(or)	(General Option only)		
Psychology 224	(or) Nature and Needs of the Mentally Retarded (Mental Retardation only)		
	Elective (optional Second Semester)	3	3
	Physical Education†	(1)	(1)
		15	15-18

Human Services (General Option)

		CREDIT HOURS	
		1st sem.	2nd sem.
Psychology 215-216	Supervised Field Placement		
	Seminar II & III†	6	6
Psychology 218s	Dynamics of Small Groups	3	
Psychology 222	Small Group Facilitation Techniques and Theory		3
Psychology 202s (or)	Psychology of Personality	3	
Psychology 204s	Child Psychology		
Sociology 112s (or)	Social Problems		
Sociology 214s	Sociology of the Family		3
	Electives	3	3
		15	15

Mental Retardation (Specialist Option)

		CREDIT HOURS	
		1st sem.	2nd sem.
Psychology 215-216	Supervised Field Placement and Seminar II & III†	6	6
Psychology 218s	Dynamics of Small Groups	3	
Psychology 202s (or)	Psychology of Personality		3
Psychology 204s	Child Psychology		
Sociology 111s	Introductory Sociology	3	
Psychology 227	Principles and Applications of Behavior Modification	3	
Psychology 222	Small Group Facilitation Techniques and Theory		3
	Electives		3-4
		15	15-16

†Course required, but does not carry academic credit.

‡Course includes eight hours, minimum, weekly in field placement; supervision by staff member at facility and by program faculty person, and weekly two-hour seminar attended by all trainees, field placement supervisor, all faculty in program, and rotating visits from field facility staff. Two of these three semesters of Supervised Field Placement and Seminar shall be in the same site facility.

Liberal Arts

Lasell offers a **Liberal Arts major** leading to the Associate in Arts Degree. This major is designed to serve two types of students: the student who wants a full four-year liberal arts education and who plans to transfer to a senior college after graduation from Lasell, and the student who shares the belief in the importance of the liberal arts in the culture of the individual but who cannot, for any of a variety of reasons, devote four years to their study.

The **Liberal Arts Program** offers students the opportunity to take courses in English, science, mathematics, the humanities, foreign language, and the social and behavioral sciences. Specific Program requirements are complemented by opportunities for elective courses within the liberal arts.

The choice of specific courses by a student should be made upon close consultation with the student's faculty advisor. One consideration for the student contemplating transfer to a senior college should be the transferability of course choices to the colleges being planned as transfer possibilities.

To assist the student in course selection the following definitions for the Program will pertain:

the humanities: liberal arts offerings in art, foreign language, literature, music, philosophy, religion, and speech.

the social and behavioral sciences: liberal arts offerings in: anthropology, economics, history, political science, psychology, and sociology.

Liberal Arts

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
	Science/Mathematics*	3-4	3-4
	Humanities	3-4	3-4
	Social/Behavioral Science	3	3
	Foreign Language	3-4	3-4
	Physical Education†	(1)	(1)
		15-18	15-18
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
	Literature	3	3
	Social/Behavioral Science	3	3
	Science/Mathematics*	3-4	
	Liberal Arts Electives	6	9
		15-16	15

*A student must complete either two semesters of science and one of mathematics or two semesters of mathematics and one of science.

†Course required, but does not carry academic credit.

Medical Assistant

The **Medical Assistant Program** prepares students for future employment in a doctor's office or clinic. Skills learned include medical skills in hematology and urinalysis, performing EKG's, taking vital signs and patient preparation for examination. Secretarial skills include typing, bookkeeping, and transcription. The training includes three full days per week in a medical office or clinic during the senior year. Students must provide their own transportation to their externship.

Students are expected to receive grades of C – or better in each of their science and secretarial courses. Students' records are reviewed at the end of each semester to see which students may continue with the Program.

Successful completion of this Program and at least one year of experience qualify a student to take the certifying exam.

Graduates receive the Associate in Science Degree.

Medical Assistant

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Biology 105-106	Anatomy and Physiology I & II	4	4
Office Administration 111-112	Elementary Typewriting I & II	2-3	2-3
(or)	(or)		
Office Administration 113-114	Intermediate Typewriting I & II	2	
Biology 109	Introduction to Health Sciences	3	
Psychology 201s	Introductory Psychology	3	
Office Administration 134	Medical Terminology	1	
Biology 110	Principles of Nutrition		1
Biology 104	Human Reproduction		3
	Elective (Biology 107 recommended)		3-4
	Physical Education†	(1)	(1)
		15-16	16-18

SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Office Administration 233	Medical Secretarial Practice	3	
Office Administration 226	Professional Bookkeeping		3
Med. Ass't. 204s	Medical Laboratory Techniques	4	
Med. Ass't. 209	Medical Assistant Techniques	3	
Office Administration 241	Medical Transcription I		1
Med. Ass't. 214	Medical Assistant Externship		5
Med. Ass't. 202	Biological Basis of Disease		3
Biology 201	Pharmacology	1	
	Electives (Office Administration 213-214 recommended)	3-6	3
		14-17	15

†Course required, but does not carry academic credit. Medical Assistants must take 2 units of First Aid. A CPR certificate is required.

Medical Laboratory Technician

The medical laboratory offers limitless career opportunities. Here, pathologists, medical technologists, cytotechnologists, technicians and laboratory assistants work together to track down causes of diseases and to determine the presence, extent or absence of diseases. This work requires the operation of an array of precision scientific instruments and the performance of a number of laboratory tests.

The demands for laboratory service have increased tremendously. Positions are available in all parts of the country, in hospitals, clinics, physicians' offices, public health agencies, industrial, pharmaceutical and medical laboratories.

The **Medical Laboratory Technician Program** at Lasell includes laboratory work in clinical laboratories associated with Lasell. Here the student performs a variety of procedures, ranging from collecting blood specimens and staining slides for microorganisms to analyzing the chemical components of body fluids. It is necessary for one clinical laboratory experience to be completed during the first half of the summer after the first year at a facility close by to Lasell and arranged by Lasell. All students enrolled in the Program are expected to receive a C grade or better in each science course. All students are reviewed at the end of each semester to see who will be allowed to continue in the Program.

For the clinical rotations students are required to have either a uniform or a lab coat with a student identification badge. Transportation to and from clinical affiliations is the student's responsibility.

Upon completion of this Program the student will receive an Associate in Science Degree and will be eligible to take a registry exam for certification as a Medical Laboratory Technician.

Medical Laboratory Technician

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Biology 105-106	Anatomy and Physiology I & II	4	4
Chemistry 101-102	College Chemistry I & II	4	4
M.L.T. 109-110	Clinical Laboratory Techniques I & II	4	2
M.L.T. 111	Clinical Laboratory Techniques III		1
M.L.T. 108	Clinical Microbiology Techniques		1
Biology 107s	Microbiology		4
Biology 109	Introduction to Health Sciences	2	
Office Administration 134	Medical Terminology	1	
	Physical Education†	(1)	(1)
		18	19

SUMMER SESSION (8 weeks)

M.L.T. 206 A or B or C	Clinical Laboratory Rotation	5
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SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Math 107	Introduction to Statistics	3	
Math 202	Calculus		3
M.L.T. 206A (and/or)			
M.L.T. 206B (and/or)			
M.L.T. 206C	Clinical Laboratory Rotations	5	5
Chemistry 201	Clinical Chemistry Techniques	4	
M.L.T. 209-210	Clinical Laboratory Techniques IV & V	1	1
M.L.T. 211	Clinical Laboratory Techniques VI		1
	Electives (Exclusive of Math/Science)	3	6
		16	16

†Course required, but does not carry academic credit. A C.P.R. certificate is required.
Medical Laboratory Technicians must take 2 units of First Aid.

Nursing

The Lasell **Nursing Program** provides two academic years and one summer of carefully integrated academic education and clinical experience leading to an Associate in Science Degree. Upon completion of this program the student is eligible to take the Massachusetts State Board examination for licensure as a Registered Nurse (RN).

Laboratory sciences, Liberal Arts courses and Nursing subjects are combined with clinical experience at the Newton-Wellesley Hospital, Brigham and Women's Hospital, Children's Hospital Medical Center, Glover Memorial Hospital, Westwood Lodge, and the Weston Manor. Patient care is closely correlated with the classroom instruction and supplemented by ward conferences to make the learning process effective and meaningful in major areas of nursing.

In accordance with the philosophy of the College, we believe that the Program in Nursing will assist the students to develop their potentials and interests so that they may be better prepared for successful, responsible and useful living. This Program emphasizes small group conferences and individual attention to assist the students to meet their learning needs. In this way, the students can best adapt and grow to realize their fullest potential.

We believe that the Lasell **Nursing Program** will provide the student with the advantages of a general education and enable her to acquire the knowledge, skills and attitudes which will assure competency for employment in a first-level nursing position.

We believe that the **Nursing Program**, centered in a collegiate environment, will prepare graduate nurses of sound quality and judgment, who will be competent in giving direct nursing care.

We believe that an associate degree **Nursing Program** should emphasize theoretical knowledge and basic nursing skills which will provide a foundation for further professional growth and continuing education, both formal and informal.

ENTRANCE REQUIREMENTS

A student applying for the Lasell **Nursing Program** should be able to submit an above-average college preparatory record of sixteen units, including four units of English, two units in mathematics, two units in science (one of which should be chemistry), and two units in social studies. Two years or more of a foreign language are strongly advised. A Nursing candidate must have ability and character ratings that indicate success in the nursing profession. Finally, the student must be a person with a sincere desire to dedicate her/his interests and energies to the finest traditions of the nursing profession.

All Nursing students are required to carry a minimum of 12 semester hours with the exception of the summer session.

Lasell Junior College does not discriminate on the basis of sex in the admission of individuals to its **Nursing Program**. All such individuals are due all rights and privileges under college rules and regulations.

Nursing

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Biology 105-106	Anatomy and Physiology I & II	4	4
Nursing 101*-102*	Nursing I & II	6½	6½
Psychology 201s	Introductory Psychology	3	
Psychology 204s	Child Psychology		3
Early Ch. Ed. 104	Child Growth and Development		1
	Physical Education†	(1)	(1)
		16½	17½
SUMMER SESSION (8 weeks)			
Nursing 103*	Nursing III	9	
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Nursing 201*	Nursing IV	7	
Nursing 203s*	Nursing V	3	
Biology 107s	Microbiology	4	
Sociology 111s	Introductory Sociology	3	
Nursing 202*	Nursing VI		7
Nursing 204	Nursing VII		1
Sociology 112s (or)	Social Problems (or)	}	
Psychology 211s	Adolescent Psychology		3
	Electives		6
		17	17

†Course required, but does not carry academic credit. Students must complete two units of First Aid.

*Clinical experience at affiliated hospitals. 4 clinical hours carry 1 semester hour of credit.

Office Administration

Lasell offers four distinct Office Administration programs for the young woman seeking employment in an office setting. These programs include: **Administrative Assistant, Executive Secretarial, Legal Secretarial, and Medical Secretarial.**

Each program provides students with a combination of professional courses and liberal arts. Graduates receive the Associate in Science Degree with the potential of responsible careers wherever well-trained and well-educated women are more and more in demand. Training in any one of these programs equips the individual to earn an increasingly attractive livelihood. Recently the need for graduates from such programs has been widely documented.

Administrative Assistant

This Program is designed for the career-minded young woman who desires to equip herself with business office skills for employment in a variety of offices where a knowledge of shorthand is not required.

Business executives seek intelligent young women whose educational backgrounds include an understanding of the problems and complexities of today's computer age, an ability to make wise decisions, and with employable skills in typewriting, machine operation, records management, and the preparation of communications.

The graduate of this two-year Program will be prepared to accept responsibility for the smooth functioning of her office environment and to free her employer from the countless details of daily routine. She can, after experience, be promoted to executive and managerial positions commensurate with her ability and ambition.

Emphasis is placed upon the ability to meet and get along with people. No longer is today's "Girl Friday" confined to a desk and a typewriter from nine to five, as she finds herself becoming more involved in the competition and excitement of expanding opportunities for women today in business and the professions.

Each student must complete a minimum of 18 Liberal Arts credits.

Graduates receive the Associate in Science Degree.

Administrative Assistant

FIRST YEAR

CREDIT HOURS

		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 111-112 (or)	Elementary Typewriting I & II (or)	3-2	3-2
Office Admin. 113-114	Intermediate Typewriting		3
Office Admin. 121s	Business Mathematics		
Office Admin. 115	Essentials of Transcription	1	
Law 135s	Business Law I	3	
	Electives	6-9	6-9
	Physical Education†	(1)	(1)
		<u>15-19</u>	<u>14-18</u>

SECOND YEAR

CREDIT HOURS

		1st sem.	2nd sem.
Office Admin. 211-212 (or)	Advanced Typewriting I & II (or)	2	2
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 237s	Business Workshop		1
Office Admin. 231-232	Secretarial Training I & II	2	2
Economics 131s	Principles of Economics I	3	
Accounting 223	Principles of Accounting I	3	
Accounting 224	Principles of Accounting II (Recommended*)		3
Office Admin. 239	Electronic Data Processing	3	
	Elective	3	
	Liberal Arts Electives		9
		<u>16</u>	<u>17</u>

*Elective must be substituted if Accounting 224 is not taken.

†Course required, but does not carry academic credit.

Executive Secretarial

The **Executive Secretarial Program** is designed to produce secretaries equipped with business skills demanded by top employers and, at the same time, to offer the student through electives and extra-curricular experiences a diversified background for effective and enjoyable living.

The technical courses in the Program give thorough training in the salable skills of shorthand and typewriting, operation of business machines, records management, and the professional handling of financial records. The Secretarial graduate is also educated to appreciate the special problems of business and to understand and accept responsibility. Supplementary courses chosen from a wide field of Liberal Art studies assist the new secretary to enter upon her career in business not only with vocational competence but with more confidence, heightened intellectual awareness, and cultural appreciation.

Standards of proficiency in the fundamental secretarial skills are high, and the student is expected to develop her highest potential to exceed minimum requirements of speed and accuracy in order to achieve success in top secretarial positions.

Graduates of the Program go into responsible careers in the various fields of business. Secretarial training equips the individual to earn a livelihood immediately with skills that are currently very much in demand.

A special feature of the Secretarial Program is the Business Workshop, where students gain firsthand experience in the use of and study of the use of calculators, transcribing equipment, and other business machines.

Secretarial students must fulfill the requirements of the curricula as outlined. Those who complete advanced levels of typewriting and shorthand receive diplomas designated "A"; those who complete intermediate levels of typewriting and/or shorthand receive diplomas designated "B".

Each student must complete a minimum of 18 Liberal Arts credits.

Graduates receive the Associate in Science Degree.

Executive Secretarial

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 101-102	Elementary Shorthand I & II	4	4
(or)	(or)		
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 111-112	Elementary Typewriting I & II	3-2	3-2
(or)	(or)		
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 121s	Business Mathematics		3
Office Admin. 115	Essentials of Transcription	1	
Law 135s	Business Law I	3	
Electives	Liberal Arts Electives	3	3
	Physical Education†	(1)	(1)
		16-17	15-16

SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Office Admin. 201-202	Advanced Shorthand I & II	4	4
(or)	(or)		
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 211-212	Advanced Typewriting I & II	2	2
(or)	(or)		
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 231-232	Secretarial Training I & II	2	2
Office Admin. 237s	Business Workshop	1	
Accounting 223-224	Principles of Accounting I & II		
(or)	(or)		
Economics 131s	Principles of Economics I	3	3
(and)	(and)		
Accounting 223s	Principles of Accounting I		
(or)	(or)		
Office Admin. 239	Electronic Data Processing		
(and)	(and)		
Accounting 223s	Principles of Accounting I		
	Liberal Arts Electives	3-6	4-6
	Electives		
		15-18	15-17

†Course required, but does not carry academic credit.

Legal Secretarial

The **Legal Secretarial Program** is designed to prepare a student for the position of executive secretary to a member of the legal profession. The course provides a means of orientation in the legal environment through instruction in law, legal terminology, and transcription.

The technical courses in the Program give thorough training in the vocational skills of shorthand and typewriting, operation of business machines, records management, and the professional handling of financial records. The Secretarial graduate is also educated to appreciate the special problems of business and to understand and accept responsibility. Supplementary courses chosen from a wide field of Liberal Art studies assist the new secretary to enter upon her career in business not only with vocational competence but with more confidence, heightened intellectual awareness, and cultural appreciation.

Standards of proficiency in the fundamental secretarial skills of shorthand and typewriting are high, and the student is expected to develop her highest potential to exceed minimum requirements of speed and accuracy in order to achieve success in top secretarial positions.

Secretarial students must fulfill the requirements of the curricula as outlined. Those who complete advanced levels of typewriting and shorthand receive diplomas designated "A"; those who complete intermediate levels of typewriting and/or shorthand receive diplomas designated "B".

Each student must complete a minimum of 15 Liberal Arts credits.

Graduates receive the Associate in Science Degree.

Legal Secretarial

FIRST YEAR

		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 101-102	Elementary Shorthand I & II	4	4
(or)	(or)		
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 111-112	Elementary Typewriting I & II	3-2	3-2
(or)	(or)		
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 115	Essentials of Transcription	1	
Office Admin. 121s	Business Mathematics		3
Law 135-136	Business Law I & II	3	3
Elective	Liberal Arts Elective	3	
	Physical Education†	(1)	(1)
		<u>16-17</u>	<u>15-16</u>

SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Office Admin. 201-202 (or)	Advanced Shorthand I & II (or)	4	4
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 211-212 (or)	Advanced Typewriting I & II (or)	2	2
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 231-232	Secretarial Training I & II	2	2
Office Admin. 237s	Business Workshop	1	
Office Admin. 218	Legal Terminology and Transcription		2
Accounting 223-224 (or)	Principles of Accounting I & II (or)		
Economics 131s (and)	Principles of Economics I (and)	3	3
Accounting 223s (or)	Principles of Accounting I (or)		
Office Admin. 239 (and)	Electronic Data Processing (and)		
Accounting 223s	Principles of Accounting I Liberal Arts Electives Electives	3-6	3-6
		15-18	16-19

†Course required, but does not carry academic credit.

Medical Secretarial

Many young women today are interested in pursuing careers in the expanding medical field. For those who do not wish to undertake the professional training necessary to become a doctor of medicine or a registered nurse, the position of medical secretary offers a challenging and rewarding alternative. Employment opportunities are nearly unlimited in doctors' offices, hospitals, clinics, medical departments of insurance companies, state or city health departments, pharmaceutical houses, and in many other offices where a combination of secretarial and scientific training is an indispensable requirement.

The **Medical Secretarial Program** is designed to equip the student to manage the medical office efficiently through training in routine office procedures, handling appointments, greeting patients, and keeping financial records. Emphasis is also placed on medical terminology, typing, and transcription of medical material from machine dictation. Based on a foundation of science courses, further training is included in performing routine clinical laboratory tests, and in clinical assisting techniques, enabling the student to work directly with the doctor and the patient.

The Program is offered with two options — with, or without, the shorthand courses. The transcription of medical material is usually from dictation on tapes and cassettes, training for which is given in both options. The student who does wish to acquire the shorthand skill, however, can round out her ability for any type of secretarial position, as well as for the occasional medical office where it would be helpful.

Medical Secretarial students must fulfill the requirements of one of the two curricula as outlined. Each student must complete a minimum of 18 Liberal Arts credits.

Graduates receive the Associate in Science Degree.

Medical Secretarial

(Without Shorthand)

FIRST YEAR

		sem.	sem.
English 101-102	Writing	3	3
Office Admin. 111-112	Elementary Typewriting I & II		
(or)	(or)	3-2	3-2
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 121s	Business Mathematics		3
Office Admin. 237s	Business Workshop		1
Office Admin. 134s	Medical Terminology		1
Liberal Arts Electives	Biology 101-102 or	4-3	4-3
	Biology 103-104 (Recommended)		
	Electives	6	3
	Physical Education†	(1)	(1)
		14-16	16-18

SECOND YEAR

		1st sem.	2nd sem.
Office Admin. 213-214	Medical Typewriting I & II	2	2
Office Admin. 233	Medical Secretarial Practice	3	
Office Admin. 226	Professional Bookkeeping		3
Med. Ass't. 209	Medical Assistant Techniques	3	
Office Admin. 241-242	Medical Transcription I & II	1	1
Med. Ass't. 204s	Medical Laboratory Techniques		4
	Liberal Arts Electives	3-4	3-4
	Electives	3	3
		15-16	16-17

Medical Secretarial

(With Shorthand)

FIRST YEAR

	FIRST YEAR	CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 101-102 (or)	Elementary Shorthand I & II (or)	4	4
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 111-112 (or)	Elementary Typewriting I & II (or)	3-2	3-2
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 134s	Medical Terminology		1
Liberal Arts Electives	Biology 101-102 or	4-3	4-3
	Biology 103-104 (Recommended)		
	Liberal Arts Electives	3	3
	Physical Education†	(1)	(1)
		15-17	16-18

SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Office Admin. 201-202 (or)	Advanced Shorthand I & II (or)	4	4
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 213-214	Medical Typewriting I & II	2	2
Office Admin. 233	Medical Secretarial Practice	3	
Office Admin. 226	Professional Bookkeeping		3
Med. Ass't. 209	Medical Assistant Techniques	3	
Office Admin. 241-242	Medical Transcription I & II	1	1
Med. Ass't. 204s	Medical Laboratory Techniques		4
	Electives (Office Administration 237 recommended)	3-4	1-4
		16-17	15-18

†Course required, but does not carry academic credit. Two units of first aid must be completed.

Open Studies

In recognition of the almost endless variations in background, interest, and talent that exist in any representative group of young women, Lasell has long made it a policy to assist in the arrangements of individual programs calculated to satisfy the needs and fulfill the potentialities of students whose aims or natural gifts seem to point in a direction not covered by any of the more or less standard collegiate curricula. In addition to the major fields outlined in the preceding pages, the College offers an **Open Studies Program**; this permits the student a certain latitude in her choice of subjects, the underlying principles being that the completed program must meet the student's serious vocational or personal needs, and that it must form, in the opinion of the student's adviser, a coherent and integrated plan of study without falling into the extremes of overspecialization or random distribution.

The **Open Studies Program** is built around a core of Liberal Arts electives, but with the added possibility of a number of electives both years in non-Liberal Arts subjects. The curriculum is designed for the student who would like to combine a liberal education with the opportunity to follow a side interest in one of the arts or to equip herself with the fundamentals of some of the basic skills of the business office. In addition, this Program appeals to the student who wishes to pursue a Liberal Arts program at Lasell without meeting the distribution requirements in science and/or language.

A student in Open Studies must elect a minimum of 36 semester hours of Liberal Arts Courses,* and fulfill all graduation requirements as described on page 8.

Graduates receive the Associate in Arts Degree.

*Liberal Arts Courses are so designated by an asterisk in the Course Descriptions Section of this Catalogue.

Physical Therapist Assistant Program

The **Physical Therapist Assistant Program** prepares students to assist professional physical therapists in rehabilitating patients disabled by illness or accident or patients possessing a birth handicap. The assistant will learn to utilize heat, cold, light, water, massage, sound, exercise, and other physical means. A high level of skill in the use of these physical means will be developed through both classroom and clinical experiences. Area physical therapy departments will be used for the students' clinical experiences.

Students are expected to receive at least a C- in each science course and each physical therapy course undertaken. All students will be reviewed at the end of each semester regarding their academic performance and progress in the Program. All students are required to carry a minimum of 12 credits each semester with the exception of the summer session. Students are responsible for their own transportation to clinical assignments.

The Associate in Science Degree is awarded to graduates of this Program. Employment opportunities exist in hospitals, rehabilitation centers, health service agencies, and nursing homes which have physical therapy departments.

The Program has been granted the status of **Accreditation** by the American Physical Therapy Association.

Physical Therapist Assistant

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Biology 105-106	Anatomy & Physiology I & II	4	4
Psychology 201s	Introductory Psychology	3	
Physical Science 101	Physical Science I	3	
Physical Therapist Assistant 101	Physical Therapist Assistant I	4	
Physical Therapist Assistant 102	Physical Therapist Assistant II	1	
Early Childhood Education 104	Child Growth & Development		1
Psychology 202s	Psychology of Personality		3
Physical Therapist Assistant 103	Physical Therapist Assistant III		4
	Elective		3
	Physical Education†	(1)	(1)
		18	18
SUMMER SESSION (4 weeks)			
Physical Therapist Assistant 104	Clinical Experience I	3	
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Physical Therapist Assistant 201	Physical Therapist Assistant IV	3	
Physical Therapist Assistant 211	Kinesiology	2	
Psychology 212	Psychology of the Life Span	3	
Physical Therapist Assistant 202	Physical Therapist Assistant V		3
Physical Therapist Assistant 203	Physical Therapist Assistant VI		3
Physical Therapist Assistant 204	Clinical Experience II		3
Physical Therapist Assistant 205	Clinical Experience III		3
	Electives	6-7	
		14-15	12

†Course required, but does not carry academic credit. Students must complete two units of First aid. A C.P.R. certificate is required.

Retailing/Merchandising

This **Program** is structured to provide a functional understanding of the major divisions of operation and responsibility within the field of retailing. Prime areas of concentration include merchandising and buying, personnel administration, and advertising. Students are provided opportunities to analyze and evaluate situations related to the role of the retail executive. This method presents a means of study through the "decision-making process" by exploring, evaluating, and discussing involved controversial issues and problems.

During the Christmas season, which starts after Thanksgiving, both freshmen and seniors are afforded the opportunity to participate in supervised field work assignments. Freshmen are placed in the Boston area, including the fashionable suburban stores. Seniors may be assigned outside the local areas in keeping with predetermined established standards. Arrangements for field work are made only after approval of all prerequisites and requirements of the Retailing Department have been met. Following each field work assignment, individual performance is carefully evaluated. Opportunity for discussion of each assignment follows the field-work period.

In addition to the fundamentals of Retailing, the following related courses of instruction are included: advertising, principles of marketing, economics, and psychology, and principles of business management.

These courses are designed to provide a well-balanced and oriented adjunct to the basic design and structure of the **Retailing/Merchandising Curriculum**. In context, the combined courses are intended to qualify the student to attain insight and maturity which can be applied to her chosen area of career specialization. Lasell is advantageously located within easy access to several large shopping centers which makes possible supplementary field-work assignments and classroom projects. Each phase of the **Retailing/Merchandising Program** is carefully planned in the interest of qualifying the graduate for executive responsibility.

Graduates receive the Associate in Science Degree.

Retailing/Merchandising

FIRST YEAR

CREDIT HOURS

1st sem.	2nd sem.
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English 101-102	Writing	3	3
Retailing 101	Retail Organization	4	
Retailing 102	Principles of Retailing		3
Office Admin. 109-110	General Typing (if necessary)	2	2
Office Admin. 121s	Business Mathematics	3	
Psychology 201s	Introductory Psychology	3	
Sociology 111s	Introductory Sociology	3	
	Electives		7-9
	Physical Education†	(1)	(1)
		16-18	13-17

SECOND YEAR

CREDIT HOURS

1st sem.	2nd sem.
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Retailing 209-210	Retail Advertising and Sales Promotion I & II	3	3
Retailing 207	Marketing	3	
Economics 131s	Principles of Economics I	3	
Retailing 201	Retail Store Practices	4	
Retailing 202	Retail Management Practices		3
Retailing 215	Personnel Management	3	
Retailing 216	Employee Relations		3
Electives	Liberal Arts Electives recommended		6
		16	15

†Course required, but does not carry academic credit.

Course Descriptions

Courses designated with an * are considered Liberal Arts courses.
Numbers in parentheses indicate semester hours of each course.

Art and Music

ART

- 103-104. ENCOUNTER WITH ART I & II*** (3; 3)
Lectures, slides, films, field trips and seminars will be used to explore the visual arts from many points of view. Painting, sculpture, architecture and other art forms from various periods will be used to study selected topics from the history of art.
- 105-106. DESIGN AND COLOR I & II** (3; 3)
This studio and lecture course covers the fundamentals of design, with emphasis upon the exploration and use of varied materials and media.
- 107. WATERCOLOR I** (3)
Students experiment in a wide variety of techniques in watercolor and other water-based media. (Offered when sufficient student interest exists.)
- 108. WATERCOLOR II** (3)
A continuation of Art 107 in which increasingly more advanced problems in watercolors are explored. Each student's individual interest in subject and method will determine emphasis designed to meet needs in the development of expressive styles. (Offered when sufficient student interest exists.)
- 113-114. FUNDAMENTALS OF DRAWING I & II** (3; 3)
Varied aspects of drawing are presented, including concentration on line, form, shading, light and perspective. A variety of media and subjects are included.
- 126. PORTFOLIO I** (1)
Assists the students in assembling, as professionally as possible, a portfolio of their best work from all of their other courses. Freshmen will carry their work into their Senior Year toward a more selective, final presentation.
- 201. INTERIOR DESIGN I** (3)
The principles of color, planning and design as applied to residential and business problems, complemented by a survey of contemporary trends in environment design.
- 202. INTERIOR DESIGN II** (3)
A continuation of Interior Design I. Projects to include use of drafting tools, floor plans, elevations, and other views used by designers to graphically express their design intentions.
- 203. PAINTING I** (3)
The student explores varied compositional and technical problems in oil paint, acrylics and varied water-based paints. (Course offered alternate years.)
- 204. PAINTING II** (3)
Continuation of Art 203 with the opportunity for progressively more advanced painting problems. Prerequisite: 203. (Course offered alternate years.)
- 205. FIGURE DRAWING I** (3)
Various exercises including gesture, contour and shading studies from live models form the basis of this free and natural approach to drawing the human figure.
- 206. FIGURE DRAWING II** (3)
A great variety of approaches to the figure are used in different media such as pen and ink, pastels, watercolor, tempera and experimental, mixed media. Students are expected to make more interpretive, personal statements about the figure. Prerequisite: 205.
- 207. ADVANCED DESIGN** (3)
A studio-lecture course which involves the students in a critical exchange of ideas while exploring various concepts of the elements of design as applied to various media. Prerequisite: 105-106.
- 209. JEWELRY I** (3)
Introduction to the design of jewelry, the basic techniques, and the use of tools and various metals, materials and stones.
- 210. JEWELRY II** (3)
Students explore the potentials of metal as a medium for self-directed work while developing technical competence and skill in using various materials and stones. Prerequisite: 209. (Course offered alternate years.)
- 211. CERAMICS I** (3)
Introduction to hand-building methods in clay and throwing on the potter's wheel. Basic study of glazes, glazing and kiln-firing.
- 212. CERAMICS II** (3)
Students explore the characteristics of clay as a medium of self-expression while developing skill on the potter's wheel and technical competence in glazing. Prerequisite: 211. (Course offered alternate years.)
- 214. WEAVING OFF THE LOOM** (3)
Introduction to the fundamentals of basic weaving. Initial work with hand manipulated techniques aims at understanding the structure and expressionistic qualities of various fiber types.

- 215. PRINTMAKING I** (3)
A beginner, intermediate course in relief and intaglio printmaking. The class works with blocks and plates, as lino, zinc, plastic, wood, card, natural and found objects in the making of multiple impressions, using an electrified etching press.
- 216. PRINTMAKING II** (3)
Intended to focus on a single printmaking method per semester, such as silkscreen, collagraphy, etching or further exploration of any other. The method to be decided by the group and the instructor.
- 217-218. ADVERTISING DESIGN I & II** (3; 3)
The design of visuals, comprehensives and mechanicals for the graphic arts media; newspapers, magazines, direct mail, posters, and packaging within the limitations of photo-mechanical reproduction.
- 219s. PHOTOGRAPHY I** (3)
A basic foundation in negative and positive printing techniques and explores the aesthetic concepts of the medium.
- 220. PHOTOGRAPHY II** (3)
Continuation of Photography I. Deals with a broad range of aesthetic concerns in contemporary photography with an emphasis on negative and print quality. A portfolio of quality prints is the course objective. Prerequisite: 219. (Offered when sufficient interest exists.)
- 223s. ART FOR CHILDHOOD EDUCATION** (3)
Designed for those Early Childhood Education students who will be teaching young children. Students will experiment with a wide variety of materials to develop an understanding of creative art experiences and their value to the child.
- 224. FUNDAMENTALS OF DRAWING III** (3)
Varied aspects of drawing are presented, including concentration on line, form, shading, light and perspective. A variety of media and subjects are included. Prerequisites: 113-114.
- 225. ART IN RECREATION** (3)
General introduction to various forms of art activities applicable to recreational programs, ranging from camp, community, day-care centers, nursing homes, hospitals and playground settings. Designed for the Community Recreation major, but open as an elective to other students. (Course offered alternate years.)
- 226. PORTFOLIO II** (1)
The assembling of a final portfolio for Seniors in preparation for transfer to a four year program or for employment purposes. Reviewed by Art Department.
- 227-228. FASHION DESIGN STUDIO I & II** (3; 3)
A studio course designed to introduce and explore the concepts of fashion design, history of costume, survey of contemporary fashion designers, illustrators and photographers, and study of textiles and pattern drafting. Final projects will include the fabrication of original student designs.

MUSIC

- 101. ENCOUNTER WITH MUSIC I*** (3)
A study in the enjoyment and appreciation of music from the standpoint of the general listener. The history and development of music from Johann Sebastian Bach through the Mennheim and classic periods will be studied in detail. Particular emphasis placed on symphonic form and the orchestra.
- 102. ENCOUNTER WITH MUSIC II*** (3)
Continuation of Music 101 covering music from Beethoven and Schubert, the Romantic period, to twentieth century music through Stravinsky.
- 105. CHORUS** (1)
Provides a wide repertory of choral experiences for those who enjoy singing. Includes popular, semi-classical, and classical selections. Opportunity to sing in at least two concerts each year. Students may enroll each semester they are at the College for one credit per semester.
- 106s. MUSIC FOR CHILDHOOD EDUCATION** (3)
Devoted to the teaching of music for children with emphasis on song, rhythmic games, appropriate serious music and toy instruments. An organized repertory of songs and games suitable for actual use in kindergarten and elementary school teaching is prepared during the semester for each individual student. All students who plan to take the course are required to take a placement test in the spring of their first year to determine their competency at the piano.
- 111s. MUSICAL COMEDY*** (3)
A survey of the rise of the musical comedy from origins in England in the 18th century (Gay's THE BEGGAR'S OPERA) and thence to the 1920's in the United States. Works by Kurt Weill, Jerome Kern, Oscar Hammerstein II, Richard Rodgers, George Gershwin, Leonard Bernstein, Cole Porter, Lerner and Loewe, Meredith Wilson, and others will be studied.
- 203. POPULAR MUSIC*** (3)
A detailed investigation of the rise of popular music in the United States with particular emphasis on the development of rock music and its derivatives. Musical examples from Elvis Presley to the Beatles and other English groups including the Rolling Stones, Eric Clapton, the Who, and American artists Alice Cooper, Jimmy Hendrix, Janis Joplin, Bob Dylan et al.
- 246. CONTEMPORARY MUSIC*** (3)
Beginning with the works of Claude Debussy, surveys the output of Mahler, Stravinsky, Berg, Schonberg, Webern, and certain American composers, among them Aaron Copland. While the emphasis will be placed on the contemporary symphonic literature, certain works of smaller groups and vocal combinations will also be included.

APPLIED MUSIC

Applied music available for beginners and for students in all stages of advancement. Lessons in voice, piano and organ, and other instruments may be taken.

Business

107. PRINCIPLES OF BUSINESS MANAGEMENT I

(3)

Provides a working concept of business practices, as applied to structure, methods, policies, and objectives. Specific businesses analyzed and discussed in terms of operational practices, procedures, and profit motives. Types of business ownership, financing, organization, management, leadership, control, and marketing discussed.

108. PRINCIPLES OF BUSINESS MANAGEMENT II

(3)

A detailed examination of the problems involved in planning, organizing, staffing, directing and controlling business organizations, with special attention to the career problems of young managers and particularly, young women managers.

207. MARKETING: PRINCIPLES AND METHODS

(3)

Fundamentals of the nature of marketing will be presented and evaluated to specific functions and institutions. The market for consumer goods will be discussed and will include motivations, behavior, money and fashion. Emphasis placed upon marketing in relation to the retailing and wholesaling of consumer goods. Policies and practices as applied generally to marketing research will involve product development, selection, channels of distribution buying, physical distribution selling, and policies. Pricing under competitive conditions, social benefits of competition and government regulations.

209-210. PRINCIPLES OF ADVERTISING I & II

(3; 3)

A broad view of advertising dealing with its planning, creation and execution in relation to the marketing cycle. Study will include the organization and operation of the advertising agency, publicity, public relations, behavioral sciences, budgeting and planning based on company's objectives. The creative techniques of art, layout, copywriting will be covered as well as production techniques for both print and broadcast media. A complete review will be made of all promotional media as relates to buying and selection procedures.

215. PERSONNEL MANAGEMENT

(3)

Factual presentation and discussion of personnel management within the structure of the business organization. Its purpose and specific functions presented and evaluated. Case studies used in developing discussion within each area of responsibility. Also the role of labor relations in the personnel structure defined and analyzed.

216. EMPLOYEE RELATIONS

(3)

Subject will be approached as it pertains to the anticipated responsibility of the junior executive in the supervision of personnel. Functions of the executive will be analyzed and discussed. In developing responsibility, the class will participate in role playing, sensitivity discussion and analyzing employee relations, issues and problems.

Community Recreation

101-102. INTRODUCTION TO RECREATION I & II

(3; 3)

A foundation in concepts, principles and information concerning the fundamentals of professional leadership in recreation, youth leadership and related fields of human services. The student is introduced to the significant resources in community recreation services.

103-104. RECREATION SKILLS I & II

(1; 1)

Required of all Community Recreation majors, emphasis on varied skills needed in several different recreation settings. Specific emphases determined as student needs and interests suggest. Independent projects designed by the instructor and the individual student. Serves to fulfill physical education requirements.

201-202. SUPERVISED FIELD PLACEMENT AND RECREATION SEMINAR I & II

(4; 4)

An opportunity to experience in-service training in the area of recreation under the supervision of a qualified faculty member.

Developmental Offerings

001. READING AND STUDY SKILLS

(0)

A five-week course designed to help students improve their reading ability and study skills. Concentrates on such areas as reading speed, reading comprehension and study habits. Direct application to text material from students' regular college courses. Meets five times a week in small group sessions. Offered through Learning Skills, Inc. of Putney, Vermont. (A fee is charged by Learning Skills for participation in the course.) Open to all Lasell students on a voluntary basis. No academic credit given.

002. REMEDIAL ENGLISH WORKSHOP

(0)

A seven-week course scheduled during the Fall Semester for students having difficulty with the work in their required Writing 101 course. Concentrates on improving basic writing skills using materials and assignments from a student's Writing 101 section. Close coordination with required papers in 101. Entrance to the Workshop through referral by Writing 101 faculty, other Lasell faculty members or student self-referral. Meets three times per week in small group sessions. In addition to the instructor, peer tutors are available to help students. Open to all Lasell students. No academic credit given.

003. REMEDIAL MATHEMATICS LABORATORY

(0)

A seven-week course to assist students in overcoming past deficiencies in mathematics and to help negate mathematics anxieties and attitudes of math avoidance. Concentrates on arithmetic

and lower-level algebra covering such areas as: measurement, fractions, ratios, metric units, sign numbers, decimals, percents, graphs, and simple algebraic problems. For students requiring a strengthened background in math in order to be successful with their specific academic programs or for students simply wishing to improve themselves in math. Meets in small group sessions with opportunity for drop-in individualized instruction. Math instructor assisted by peer tutors. Members of psychology faculty lead small group sessions devoted to overcoming students' math anxieties. Entrance through faculty referral or student self-referral. Open to all Lasell students. No academic credit given.

Early Childhood Education

101-102. CHILD DEVELOPMENT I & II (3; 3)

Growth and development of children from conception through adolescence (with emphasis on infancy and the pre-school years) as observable from the child's daily life and activities. Class discussions concern characteristic behavior as related to the growth sequence; the influences of adult guidance; and the health, welfare and social environment of young children.

104. CHILD GROWTH AND DEVELOPMENT (1)

Required of all students in the Nursing Program and in the Physical Therapist Assistant Program. Overview of the child's formative years.

201-202. ORIENTATION IN EARLY CHILDHOOD EDUCATION I & II (4; 4)

A survey of the field of early childhood education. Discussions cover the essentials of good education for young children; methods by which the modern nursery school and kindergarten seek to meet the physical, social, emotional, and intellectual needs of young children; qualifications for teachers of young children; and career opportunities in the field. Three hours per week at the Lasell Child Study Center provide opportunity for practical experience in working with 3, 4 and 5 year old children. Prerequisite: 101-102.

207s. CHILDREN'S LITERATURE (3)

Includes a survey of the place of children's literature in the education of the young child. The lectures, reading and discussions focus on the historical influences, as well as, the evaluation and selection of contemporary books. Emphasis is given to the development of necessary skills and techniques, including reading and telling children's stories, and the use of audio-visual materials.

211s. THE EXCEPTIONAL CHILD* (3)

An introduction to the classification and general characteristics of visually and hearing impaired, mentally retarded, gifted, physically and emotionally handicapped children. The emphasis is on their special needs during the preschool and elementary school years. Prerequisite: 101-102.

English

All Freshmen take English 101-102 (Writing). In the second semester of her Freshman year the student may have a choice of one of several English 102 offerings with different thematic emphases, though the essential concern of the course is still on developing her writing skills.

ENGLISH

101-102. WRITING* (3; 3)

Concentrates on improving the student's attitude toward writing as well as the writing itself. The student can expect to write informal exercises, non-graded papers, graded papers, and journals. She can also expect to share some of her writing with an audience, to help others improve their writing, and to be involved in evaluating some of her own work. In addition to doing the reading for the course, the student will view films and participate in writing workshops. Scheduled individual conferences with the instructor are for the purpose of working on the student's particular writing projects and problems.

123-124. THE HISTORY OF AMERICAN CIVILIZATION I & II* (3; 3)

(See History 123-124.) The American Literature survey and American Urban Literature are alternative discussion sections for those receiving English credit.

Lasell offers 2-3 second-year English courses each semester chosen from those listed below. Not all of the courses may be available during a student's 2 years at the College.

201-202. ENGLISH LITERATURE: SELECTED THEMES AND WRITERS I & II* (3; 3)

A survey that each semester offers a special thematic approach to the study of English literature. Various authors, from Chaucer and Shakespeare to Shaw and Yeats, are studied within such contexts as: convention and revolt; the hero and the heroine; or evil and decadence.

203. ADVANCED WRITING* (3)

Designed to develop writing skills well beyond the level of Freshman English, with the principal emphasis to be announced each year: journalistic writing, the writing of poetry or the writing of fiction. The student's own work comprises the basic material to be studied, but texts and other assignments are used as needed.

207s. MODERN DRAMA* (3)

The keynote of this course is variety and is chronological in structure. Emphasis will be placed upon the methods used and the themes embraced by playwrights of America and Western Europe who have endeavored to instruct and to please audiences of today and of the recent past.

208. THE LITERATURE OF FANTASY AND MYSTERY* (3)

A selection of myth, folklore, science fiction and detective fiction. Principal topics will include man's literary attempts to deal with the unknown and his need for mystery. Typical authors studied will be Poe, Barthelme, Fowles, and Burgess.

209. CHILDREN IN LITERATURE***(3)**

The nature of the child as revealed in representative modern literature is considered. Particular topics: the child as criminal and in relation to the criminal system, the child against the background of a critical historical situation, and the child as a rebel against his society.

215-216. THE BRITISH NOVEL I & II***(3; 3)**

Some background is provided on the history of the novel in the British Isles from its Elizabethan origins onward, but the principal emphasis is on the great figures of the past two centuries. Reading for the first semester ranges from the Brontës to Joseph Conrad, while the second semester concentrates on significant authors and trends from about 1914 to the present.

217-218. CONTEMPORARY LITERATURE I & II***(3; 3)**

Representative English, American, and continental literature of the modern period with an emphasis on existential thought, alienation, and such literary movements as realism, naturalism, surrealism and the absurd.

221. THE CITY IN LITERATURE***(3)**

Through the use of selected texts, traces the history and meaning of the city as it has appeared in literature from ancient times to the present. In addition to analyzing the use of the city as a major metaphor in literature, offers the student an opportunity to study various authors' interpretations of the altering forms of man's principal location of habitation through time.

224. FILM AND LITERATURE***(3)**

The historical development, techniques and critical appreciation of significant films.

225. THE SHORT STORY***(3)**

Development of the short story as a Twentieth Century form, critical and creative approaches.

227. THE LITERATURE OF TRAVEL AND ADVENTURE***(3)**

Selected readings in the literature of travel and adventure, from classic and contemporary sources.

301-302. SEMINAR* (See page 19)**(3; 3)**

Foreign Languages

FRENCH

101-102. ELEMENTARY FRENCH I & II***(4; 4)**

Fundamental spoken and written French and an introduction to the culture of present-day France, with extensive use of the Language Lab. The second semester includes basic supplementary materials geared to the individual career goal of students majoring in Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who do not present French for admission or who have had no more than two years of secondary school French with a grade of C - or less.

105-106. INTERMEDIATE FRENCH I & II***(4; 4)**

A review of basic grammar with special attention to the development of audio-lingual and writing skills. Selected readings, language lab materials and class discussion deal with life in France today. Students in career courses such as Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. will be given supplementary, individualized materials of practical use in their majors. Open to students who have completed French 101-102 with a grade of C - or better or who present two or three years of secondary school French.

201-202. ADVANCED FRENCH I & II***(3; 3)**

An advanced review of grammar with frequent oral and written practice. Special attention given to the reading and discussion of selected twentieth century prose and cultural articles. For students in career courses advanced supplemental materials will be included to cover areas of specialization in Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who have successfully completed French 105-106, who have had three or four years of secondary school French or with the consent of the instructor. (Courses available if sufficient students enroll.)

400. INDEPENDENT STUDY* (See page 19)**(3; 3)**

ITALIAN

101-102. ELEMENTARY ITALIAN I & II***(4; 4)**

Essentials of spoken and written Italian and an introduction to the culture of contemporary Italy, with extensive use of the Language Lab. Second semester includes basic supplementary materials geared to the individual career goals of students in areas such as Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who do not present Italian for admission or who have had no more than two years of secondary school Italian with a grade of C - or less.

105-106. INTERMEDIATE ITALIAN I & II***(4; 4)**

A review of basic grammar with special attention to the development of audio-lingual and writing skills. Selected readings, language lab materials and class discussion deal with contemporary Italy. Students in career courses such as Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. will be given supplementary, individualized materials of practical use in their majors. Open to students who have completed Italian 101-102 with a grade of C - or better or who present two or three years of secondary school Italian.

400. INDEPENDENT STUDY* (See page 19)**(3; 3)**

SPANISH

101-102. ELEMENTARY SPANISH I & II*

(4; 4)

Fundamental spoken and written Spanish and an introduction to the culture of present-day Spain and Latin America, with extensive use of the Language Lab. The second semester includes basic supplementary materials geared to the individual career goals of students majoring in Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who do not present Spanish for admission or who have had no more than two years of secondary school Spanish with a grade of C- or less.

105-106. INTERMEDIATE SPANISH I & II*

(4; 4)

A review of basic grammar with special attention to the development of audio-lingual and writing skills. Selected readings, language lab materials and class discussion deal with life in Spain and Latin America today. Students in career courses such as Early Childhood Education, Nursing and related medical fields, Business and Retailing, Secretarial Science, etc. will be given supplementary, individualized materials of practical use in their majors. Open to students who have completed Spanish 101-102 with a grade of C- or better or who present two or three years of secondary school Spanish.

201-202. ADVANCED SPANISH I & II*

(3; 3)

An advanced review of grammar with frequent oral and written practice. Special attention is given to the reading and discussion of selected twentieth century literature. For students in career courses advanced supplemental materials will be included to cover areas of specialization in Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who have successfully completed Spanish 105-106, who have had three or four years of secondary school Spanish or with the consent of the instructor. (Courses available if sufficient students enroll.)

400. INDEPENDENT STUDY* (See page 19)

(3; 3)

History, Economics and Philosophy

{ Lasell offers 3-4 history courses each semester chosen from those listed below. Not all of the courses may be available during a student's 2 years at the College. American Civilization I & II and the History of Women are offered each year. }

HISTORY

100. THE HUMAN EXPERIENCE*

(3)

An introduction to history with topics varying from year to year, e.g., modernization, the family, war and peace, sex; designed to introduce the student to non-chronological, analytical, and interpretive approaches to history.

101. WESTERN CIVILIZATION TO 1300*

(3)

An interdisciplinary approach to the development of Western humanity with concentration upon the cultural, literary, artistic, and philosophic, and passing reference to the political and economic. Lectures will cover, in more or less chronological pattern, pre-history to the Renaissance. Students will choose a weekly discussion group which will concentrate on either literary or philosophic materials beyond the text. (May be taken for credit either in the English or History Department.) (Course available alternate years.)

102. HISTORY OF WESTERN CIVILIZATION: 1300 TO THE PRESENT*

(3)

A continuation of History 101 and covers the history of western civilization from the Renaissance through the mid-twentieth century. Points up developments which have shaped the life of today. (Course available alternate years.)

112. EUROPE IN THE AGE OF ROMANTICISM AND AFTER: 1789-1920*

(3)

After treatment of the Industrial Revolution and the various political revolutions of the time span, an attempt will be made to trace the influence of these revolutions on the political, socio-economic, cultural, and intellectual developments of the period. Special consideration will be given to romanticism, liberalism, and socialism.

114. RECENT EUROPEAN HISTORY*

(3)

Examination of Europe in the 20th Century with stress on cultural developments and passing reference to politics and economics. Occasional mention of the Third World and the Western Hemisphere as appropriate. Concentration on interpretation rather than chronology.

115. ISSUES IN CONTEMPORARY POLITICAL THOUGHT*

(3)

Consideration of political and social issues under four broad topics: law, liberty, justice, and equality. Examines a variety of traditional and modern discussions of political and social theory to find some understanding for contemporary problems such as civil disobedience, life and death issues, restitution, war, anarchy, public employee strikes, etc.

123. AMERICAN CIVILIZATION I*

(3)

An examination of the chief political, social, and cultural features of American society as they have developed from its beginnings to the period of Reconstruction. All students attend a core of lectures. Each student selects a study section from one of the following areas: literature, culture, politics, thought, communities, minorities. (May be taken for credit either in the English or History Departments.) (Course offered every year.)

124. AMERICAN CIVILIZATION II*

(3)

A continuation of History 123 from the period of Reconstruction to the present. (Course offered every year.)

125. COLONIAL AMERICA***(3)**

An in-depth examination of factors that shaped the society, religion, politics, and mind of America from 1607-1775. Special emphasis on comparison of and contrast with Puritan New England and Anglican Virginia. Finally, setting of America on the eve of rebellion.

131. REVOLUTIONS AND REVOLUTIONARY THOUGHT***(3)**

This interdisciplinary course will undertake analysis of many types, facets, styles of revolution, including political, cultural, and scientific meanings of the concept.

132. TECHNOLOGY AND ALIENATION IN MODERN MAN***(3)**

Survey of historical developments in technology from the Industrial Revolution to the present. Philosophical nature of the concept 'alienation'. Practical applications of 'alienation' to technology. Implications for the future.

133. HISTORY OF WOMEN (U.S.)***(3)**

A social history of women in the United States, beginning in the colonial period, including movement west, fight for abolition of slavery, and, then, concentration on twentieth century issues. Emphasis on the image of women held during these periods, and the difference between the image and the actual conditions of women in education, employment, status and legal position, and political and economic life. The contributions of women to social change and the growth of women's movements included. (Course offered every year.)

141. RECENT AMERICAN HISTORY: 1945-1960***(3)**

The years of the Truman and Eisenhower presidencies come under study for the economic, social, and cultural trends which they exhibit, their patterns of domestic politics, and American foreign policy. Specific topics range from the rise of rock and roll to the space race. When practicable, class work will include individual assignments as well as core readings, and the course will be conducted as an informal seminar.

142. RECENT AMERICAN HISTORY: 1960 to Date***(3)**

Focuses on the years of the Kennedy, Johnson, and Nixon presidencies. Work will divide roughly into three areas: foreign affairs; domestic politics; economic, social, and cultural trends. Specific topics range from the Vietnam War to the women's movement, from the rise in divorce to the decline in education. Assignments are divided between core readings and individual study, and discussion will predominate over lectures.

150. THE MIDDLE EAST IN WORLD AFFAIRS***(3)**

Study of the Middle East as a "problem area" with emphasis on the period from World War I to the present. Topics will include nationalism — Arab and Zionist — the Arab-Israeli dilemma, OPEC, and the strategies and aims of the external powers.

217. JEWISH HISTORY: FROM EARLIEST TIMES TO THE FRENCH REVOLUTION***(3)**

An examination of Jewish history from its inception through ancient and medieval times, the Renaissance, early modern Europe and modern Europe to the French Revolution. Emphasis on intellectual and cultural aspects.

218. JEWISH HISTORY: FROM THE FRENCH REVOLUTION TO THE PRESENT***(3)**

Examination of the role of the Jew in modern history in general and in Jewish history in particular; emancipation, religious reform, modern anti-semitism, Zionism, the Holocaust, survival.

ECONOMICS**131s. PRINCIPLES OF ECONOMICS I* (MICRO)****(3)**

An introduction to the principles explaining the economic behavior of individuals, firms and industries in the mixed economic system. Topics included will be the theory of consumer demand and elasticity, supply and costs of production, theory of the firm under conditions of perfect and imperfect competition, the allocation of economic resources, an introduction to the principles of international trade, and the role of government in promoting the economic welfare of the people.

132. PRINCIPLES OF ECONOMICS II* (MACRO)**(3)**

Basic functions of the United States economy viewed as a whole and policies designed to affect its performance. Topics included will be economic scarcity, the causes of unemployment and inflation, the nature of money and monetary policy, the impact of government taxation and spending, the federal debt, issues concerning economic growth. Some consideration will also be given to international economic problems and to contrasting economic systems. Reference will constantly be made to current economic events. Prerequisite: 131s.

140. MONEY AND BANKING**(3)**

The relationship among money, income, credit, and monetary policy and among individuals, banks, money markets, governments, and central banks. Structures and operations of commercial banks. Non-banking financial institutions and the structure of financial markets. Elements of monetary theory. Field trips to the Federal Reserve Bank in Boston.

PHILOSOPHY**100. INTRODUCTION TO PHILOSOPHY*****(3)**

Introduces the student to the basic problems of philosophy, such as the sources of knowledge, the relationship between mind and body, freedom as opposed to determinism, and the nature of values.

110. ETHICS***(3)**

Introduction to analysis of conduct, moral reasoning, and foundation of ethical values in a search for the ultimate meanings of human experience. The following specific problems will be examined: life and death issues, human experimentation, sexuality, truth-telling in medicine, honesty in business, cheating, lying, stealing and reparation, egoism, obligation, capital punishment.

120. THE RELIGIOUS EXPERIENCE*

(3)

An exploration of the religious experience both personally and as part of a group. Examples will be taken primarily from myths, classic and contemporary, and from mystical experiences, both eastern and western. An attempt will be made to discover the circumstances under which such an experience may be seen as meaningful. (Course offered alternate years.)

123. GREAT RELIGIONS*

(3)

The great religions of the ancient and the modern world, their fundamental differences and similarities. Emphasis is upon an understanding of the basic concepts of Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam. (Course offered alternate years.)

126. AESTHETICS*

(3)

Creativity, interpretation, expression, style, symbolism, evaluation, art, and society — all from the philosophical perspective. Students are exposed to a variety of approaches to the question: "what is beauty?" The arts and everyday experience examined in an effort to answer the question about beauty as well as the other questions such exploration will raise. (Course offered alternate years.)

128. EXISTENTIALISM*

(3)

An examination of such questions as: who am I?; why am I here?; what does it mean to exist?; what relationship(s) do I have with myself?, with others?, with the universe? In an effort to respond to these and further questions, readings will be from Kierkegaard, Nietzsche, Heidegger, Buber, Jaspers, Sartre, and others. Discussions will be centered around the ideas contained in or suggested by the readings. The influence of existentialism on psychology, society, art, religion, and politics explored. (Course offered alternate years.)

300-301. SEMINAR* (See page 19)

(3; 3)

Humanities

100. INTRODUCTION TO THE HUMANITIES*

(1-3)

An introduction to logical reasoning and critical analysis, followed by a choice between music or literature, and concluded by an offering in drama. A student may take the entire 15 week course made up of 3, 5 week units for 3 credits or any one of the 5 week units or any combination of units for one credit per unit. Separate units may be taken over the course of one or several semesters with no unit being a prerequisite for any other unit. Past units have included ones on Beethoven, Dickens, and Ibsen. Taught at present by members of the History/Government, Art/Music and English Departments.

Law and Accounting

135s. BUSINESS LAW I

(3)

Gives the student working knowledge of everyday law as it applies to business and personal needs. The focus is primarily on contract law and property law.

136. BUSINESS LAW II

(3)

A continuation and over-all completion of the students' working knowledge of everyday law as it applies to business and personal needs. The subjects included are: Articles II, III, and IV of the Uniform Commercial Code; Corporations, Agency, and Insurance Law. Prerequisite: 135s.

223s. PRINCIPLES OF ACCOUNTING I

(3)

A basic course designed to give an understanding of the principles and procedures of accounting used in modern business and to develop the ability of the student to comprehend and apply the mechanisms of the many recording phases of business activities. The areas treated are: principles of double entry; the accounting cycle as it affects professional, service and merchandising records; specialized journals and ledgers; preparation and interpretation of financial statements; labor-saving techniques; petty cash and payroll.

224. PRINCIPLES OF ACCOUNTING II

(3)

This course follows Accounting I. It is structured to include: management of partnership and corporation accounting; in-depth decision-making relative to plant assets, inventories, and corporation financial statements; control of cash systems; and an assembling of an income tax unit with supportive schedules. Offered second semester only. Prerequisite: 223s.

225-226. INTERMEDIATE ACCOUNTING I & II

(3; 3)

Following a review of principles learned in Principles of Accounting I and II, concentrates on financial statements covering assets, liabilities, corporate capital, and working capital. The second semester emphasizes the interpretation of financial reports, inventories, fixed assets, and investments. Prerequisites: 223 and 224.

227. COST ACCOUNTING

(3)

Methods of identifying labor and material costs, and of allocating overhead as applied to job order, process, and standard cost systems. This information is related to budgetary control, reports for management and tax implications. Prerequisites: 223 and 224.

228. FEDERAL INCOME TAXATION

(3)

Principles of personal, business and corporation taxes are explored in order to be able to prepare federal tax returns. Some emphasis on state tax returns as well. Prerequisites: 223 and 224.

Nursing

101. NURSING I

(6½)

An introductory course designed to provide a foundation for future courses in the Nursing curriculum. The course provides both theory and carefully selected clinical experiences in the hospital.

Focuses attention on the development of scientific skills, basic understandings and appropriate appreciations which are necessary to meet the basic physical and psychological needs of the patient. Pharmacological and dietary aspects are integrated. Also considered are the historical, ethical, and professional aspects of nursing today. Clinical experience is centered at the Newton-Wellesley Hospital, Glover Memorial Hospital, and Weston Manor. Classes in interpersonal relationships are given during the first 6 weeks of this course.

102. NURSING II

(6½)

Involves the principles and practice of comprehensive nursing care in relation to major problems of adults in the general hospital. Correlation of theory and practice is achieved under close supervision through assigning students to care for patients with physical needs that have recently been discussed in class. Emphasis is placed upon the meaning of illnesses to the individual patient, the problem solving approach and the challenge to the nurse as a member of the health team; pharmacological and dietary aspects are continued. Clinical experience at Newton-Wellesley Hospital, Weston Manor and Glover Memorial Hospital. Prerequisites: Nursing 101 and Biology 105.

103. NURSING III (Summer Session Course)

(9)

Through this course in basic maternal child health nursing, the student gains an understanding of the relationship of the developmental processes to the health needs of the individual from conception through child-bearing years. The student utilizes the nursing process in assessing the physiological and psychological impact of the developmental process, and the effects of physical and emotional stressors on individuals and families and provides for effective intervention. Experience is provided in caring for the mother and newborn infant at Brigham & Women's Hospital. Physical and psychological needs are emphasized in relation to the mother, child and family. Through classroom and clinical experience, common health problems of the child are studied. Hospital experience is at the Children's Hospital Medical Center. Prerequisites: Nursing 102, Psychology 201, Psychology 204, Biology 106, E.C.E. 104.

201. NURSING IV

(7)

Aims to develop in the student the ability to utilize scientific principles and problem-solving techniques to meet the nursing needs of patients with common medical-surgical problems. The nursing process is emphasized through the use of nursing care plans dealing with recognition, interpretation and alleviation of problems related to altered homeostatic responses and mind-body interactions. Runs concurrently with Nursing V and course content is correlated. Principles of nutrition and pharmacology are included. Clinical experience is centered at Newton-Wellesley Hospital and Glover Memorial Hospital. Includes both day and evening rotations to medical and surgical units and intensive care unit. Prerequisite: Nursing 103.

203s. NURSING V

(3)

Emphasis is placed upon the development of beginning appreciation and understanding of mental health and ability to recognize normal and pathological behavior adjustments. Clinical experience is centered at Westwood Lodge. Prerequisites: Nursing 102, Biology 106, Psychology 204, E.C.E. 104.

202. NURSING VI

(7)

A continuation of Nursing IV. It continues to utilize scientific principles and problem solving techniques in caring for patients in a hospital setting. Emphasis is placed upon patients with relatively complex disease entities, critical illness or extensive medical or surgical therapy, and long-term illness. Day and evening experiences are provided to assist the student to develop an awareness of the total nursing responsibilities in the clinical area. Seminars provide students with the opportunity to explore as a group the many aspects of nursing responsibilities involved in their care of patients with complex problems. Clinical experience is centered at the Newton-Wellesley Hospital and Glover Memorial Hospital. Prerequisite: Nursing 201.

204. NURSING VII

(1)

Planned to help the student understand the privileges, obligations, and responsibilities of the graduate nurse. Career opportunities in various fields of nursing are discussed, along with legal and ethical aspects of the nursing profession. Attention is given to past, present, and future trends in nursing.

Office Administration

101-102. ELEMENTARY SHORTHAND I & II

(4; 4)

A basic course in Gregg Shorthand, covering principles of theory, a review of business English fundamentals, dictation practice, and introduction of transcription. Corequisite: 111 or its equivalent.

103-104. INTERMEDIATE SHORTHAND I & II

(4; 4)

Reviews shorthand theory; English grammar, spelling, and vocabulary; and develops dictation speed and transcription ability to an employable level. Recommended for students with a shorthand background equivalent to 101-102, but whose speed level precludes 201-202.

109. GENERAL TYPEWRITING I

(2)

Offered to students who are interested in typewriting for personal use, or to meet minimal typing requirements of other majors. Instruction is offered in correct touch-typewriting technique for keyboard mastery, letter styles, simple tabulations, and basic manuscript setups. A reasonable degree of speed and accuracy is sought.

110. GENERAL TYPEWRITING II

(2)

Presupposes General Typewriting 109 or its equivalent. Speed and accuracy are further developed, and the instruction introduced in 109 is pursued in more depth. Does not necessarily meet the requirements for entrance to 113-114.

111-112. ELEMENTARY TYPEWRITING I & II (3; 3)

An intensive and thorough course in beginning typewriting, training in touch-typewriting, correct operating techniques on various makes of machines, and the development of reasonable speed and accuracy. Instruction covers centering arrangements, memos, letter styles, rough drafts, tabulations, and manuscripts with footnotes.

113-114. INTERMEDIATE TYPEWRITING I & II (2; 2)

For students who have had previous typing experience equivalent to 111-112, but whose speed level precludes taking 211-212. Typewriting fundamentals are reviewed and instruction is given in more depth on letter styles, manuscripts, and tabulations. Legal instruments and special business forms are introduced. Speed and accuracy are developed for vocational competency.

115. ESSENTIALS OF TRANSCRIPTION (1)

Includes English Essentials needed by the professional woman entering today's business office. The basic rules for communicating — sentence structure, punctuation, spelling, correct word usage, grammar studies are included.

121s. BUSINESS MATHEMATICS (3)

Practice is first given in the fundamentals of arithmetic. Following this, application is made in percentages, retail and cash discounts, inventories, mark-ups and mark-downs, financial statements, interest and bank discount, stocks and bonds, banking services, sales, property, and customer taxes, and payroll to the extent that these topics relate to retailing and secretarial positions.

134. MEDICAL TERMINOLOGY (1)

Introduces the student to a mastery of medical prefixes, suffixes, and roots in order to reach a comprehension of basic medical terms.

201-202. ADVANCED SHORTHAND I & II (4; 4)

Presupposes a complete mastery of shorthand theory and a reasonable degree of dictation and transcription ability. Skill in dictation speed and ability to produce mailable copy are perfected to meet the more demanding secretarial positions in business.

211-212. ADVANCED TYPEWRITING I & II (2; 2)

Develops to the highest degree typewriting speed and accuracy. Instruction is given in the arrangement of business correspondence, advanced tabulations, manuscripts, statistical data, legal documents, and technical typewriting. Prerequisites: 111-112 or 113-114, or equivalent.

213-214. MEDICAL TYPEWRITING I & II (2; 2)

A second-year typewriting course specifically designed for the secretary who will be employed in a medical setting. Medical terminology, records, and forms emphasized. Practice to improve accuracy and speed. Required of all Medical Secretarial students. Open to Medical Assistant students. Prerequisite: 112 or 114.

218. LEGAL TERMINOLOGY AND TRANSCRIPTION (2)

Introduces the student to the most commonly used legal terms in the legal office of today. In addition, the student transcribes from tapes, various legal papers, forms, and correspondence.

226. PROFESSIONAL BOOKKEEPING (3)

This is a course designed to give the medical secretary and medical assistant an understanding of the theory of double-entry bookkeeping as it applies to records for professional people. The accounting cycle is developed on a cash approach for classes of income derived from services rendered. Special emphasis is given to proper recording of personal investments in real estate and stocks and bonds. For Medical Secretarial and Medical Assistant seniors only.

231-232. SECRETARIAL TRAINING I & II (2; 2)

Designed as a complete office-methods survey, covers English fundamentals and usage, personality, and office etiquette. Theory and practice are given in the various systems of indexing and filing. Also includes secretarial duties such as planning itineraries, scheduling appointments, telephoning, interviewing office visitors and composing business letters. An introduction to reference books, legal work, and the technique of finding a position also presented. Prerequisite: 111-112.

233. MEDICAL SECRETARIAL PRACTICE (3)

This course introduces the student to the qualifications required for medical secretarial/assistant work. Medical terminology, ethics, telephone technique, case histories, filing and machine transcriptions are stressed. Special emphasis is placed on a review of English grammar, letter writing, patients' records, and all routine office procedures required in a medical secretarial position. For Medical Secretarial and Medical Assistant seniors only.

237s. BUSINESS WORKSHOP (1)

This course is required of all second-year students enrolled in the Executive Secretarial or Administrative Assistant curricula. With special permission of the instructor seniors enrolled in typewriting courses may elect the course. The Workshop provides an acquaintance with transcription machines, calculators, and duplicating machines.

239. ELECTRONIC DATA PROCESSING (3)

The purpose of this course is to enable students to handle more efficiently any correspondence or job assignments for employers who are involved in the use of computers. It covers the history of the computer, input and output devices, number systems, symbols and flowcharts, storage, and concepts of programming. It is not intended to train computer operators, programmers, or system analysts.

241-242. MEDICAL TRANSCRIPTION I & II (1; 1)

After suitable instruction, the student will work independently, as well as under supervision, approximately 2 hours a week in the Machines Laboratory transcribing medical case histories and medical letters from all types of vocewriter machines used in the medical office: belt, disc, and tape-cassette models. Required in Medical Secretarial and Medical Assistant Programs; open to others with permission of instructor. Prerequisites: 111-112, or equivalent; and 134.

Physical Education

A student must satisfactorily complete eight (8) units of Physical Education for graduation. The Physical Education Department divides the academic year into four (4) quarters, with each quarter offering different units for credit. Credit for each unit, or units, is given on an attendance basis. When a student has completed at least 4 units, an S will appear as a semester grade. A total of two S's, representing 8 units of activity, must appear on her transcript for graduation. A student who is planning to transfer should consult the catalog of the transfer school to see what Physical Education transfer credit is required.

1 UNIT COURSE: Regular one hour class per week for a quarter.

Archery	Gymnastics
Badminton	Slimnastics
Basketball	Soccer
Dance (Modern, Jazz, Ballet)	Softball
Fitness Lab.	Tennis
Golf	Volleyball

2 UNIT COURSES: Advanced skills requiring two or more hours per week for a quarter.

Basketball (Intercollegiate)	Dance Workshop
Canoeing — Crew	Riding

A student in the Early Childhood Education, Physical Therapist Assistant, Medical Secretarial, Medical Laboratory Technician, Medical Assistant and Nursing curriculum is required to take First Aid (2 Units). (First Aid is given in quarters 2 & 3 only.) A student in the Early Childhood Education curriculum is required to take Dance Therapy.

Retailing/Merchandising

101. RETAIL ORGANIZATION (4)
Provides a basic analysis of principles of retail selling. The elements of sales are considered in each of their respective categories. Application of sales practices is demonstrated through role playing and class discussion. Opportunity to demonstrate the principles of retail selling is provided through individual field work assignments in approved Boston and suburban department and specialty stores during the Christmas season.

102. PRINCIPLES OF RETAILING (3)
Each segment of retail store structure and operation is analyzed as related to the coordination and function of department store, discount house, branch and specialty stores. Designed to provide an insight into the functioning of each division and department within the entire retail structure.

106. FUNDAMENTALS OF FASHION AND DESIGN (3)
An understanding and appreciation of fashion and interior design from the past to the present is developed through the study of line, color, and form. Projects, lectures, and field trips stress the value of art in the retailing field. Open to all students.

201. RETAIL STORE PRACTICES (4)
Functional responsibilities of major divisions of retailing are analyzed and discussed through the use of case studies and class involvement. Attention will be focused on the differences in operational practices and procedures of department, specialty, branch and discount stores. Field work assignments in the Boston and New York areas are carefully prearranged to include meaningful responsibilities.

202. RETAIL MANAGEMENT PRACTICES (3)
Specific procedures and functions of divisions and departments within the retail store structure will be defined and analyzed in depth, included in this grouping are: 1. *Merchandising* — resources, stock control and budgets. 2. *Customer Services* — housekeeping, delivery, maintenance, telephone shopping, gift wrapping, travel bureau. 3. *Control* — financing, auditing, credit, I.B.M. and data processing. 4. *Publicity* — advertising, display, fashion shows. 5. *Personnel* — covering job evaluation, wage administration, employee relations, union contracts, and job performance. Evaluation of these functions will be equated to potential interests of students in preparing assignments.

207. MARKETING: PRINCIPLES AND METHODS (3)
Fundamentals of the nature of marketing will be presented and evaluated to specific functions and institutions. The market for consumer goods will be discussed and will include motivations, behavior, money and fashion. Emphasis placed upon marketing in relation to the retailing and wholesaling of consumer goods. Policies and practices as applied generally to marketing research will involve product development, selection, channels of distribution buying, physical distribution selling, and policies. Pricing under competitive conditions, social benefits of competition and government regulations.

209-210. RETAIL ADVERTISING AND SALES PROMOTION I & II (3; 3)
A basic course in the principles of advertising, sales promotion, publicity and public relations as related to retailing. Functions of the advertising department from the initial budgeting and planning stages through the execution of a complete campaign for all types of stores. Copywriting, art and layout, production, consumer behavioral objectives and research with detailed study of all media such as newspaper, radio and television, direct mail, outdoor, and transit. Other functions including pricing practices, window and interior display as coordinated with retail practices explained.

- 215. PERSONNEL MANAGEMENT** (3)
Factual presentation and discussion of personnel management within the structure of the business organization. Its purpose and specific functions presented and evaluated. Case studies used in developing discussion within each area of responsibility. Also the role of labor relations in the personnel structure defined and analyzed.
- 216. EMPLOYEE RELATIONS** (3)
Subject will be approached as it pertains to the anticipated responsibility of the junior executive in the supervision of personnel. Functions of the executive will be analyzed and discussed. In developing responsibility, the class will participate in role playing, sensitivity discussion and analyzing employee relations, issues and problems.

Science and Mathematics

BIOLOGY

- 101-102. PRINCIPLES OF BIOLOGY I & II*** (4; 4)
To develop an appreciation of the patterns of functioning of living organisms at all levels and the variety of life. Consideration given to: the fundamentals of plant and animal cell activities, the organ systems that are integrated to form the adult human organism, the major groups of plants and animals, and the basic principles of inheritance, evolution and ecology. Elective course.

- 103. HUMAN BIOLOGY*** (4)
A study of the activities that are characteristic of living matter within the human body. Emphasis placed on the relationship of various systems to each other and to the human beings as a whole in health and disease. Elective course.

- 104. HUMAN REPRODUCTION*** (3)
The hormonal, anatomical and physiological aspects of the reproductive process in the male and female related to present day problems of fertility and sterility, of population control and contraception, and of childbirth and abortion. Required in Medical Assistant Program. Elective course.

- 105-106. ANATOMY AND PHYSIOLOGY I & II*** (4; 4)
A comprehensive study of the human body by systems in order to gain some understanding of its basic mechanisms and functions. Required for all students enrolled in the Medical Laboratory Technician Program, Physical Therapist Assistant Program, Medical Assistant Program and Nursing Program. Open to students as an elective course.

- 107s. MICROBIOLOGY*** (4)
A study of the structure and function of the different groups of microorganisms and their role in health and environment. Emphasis placed on the human pathogenic microorganisms — how to grow, observe and identify them. The interactions between man and microbes is examined with reference to immunology and antibiotics. Required in the Nursing and Medical Laboratory Technician Programs; open to other students as an elective course. Prerequisite: one year of College Biology (Bio. 101-102, 103-104, or 105-106) or permission of instructor.

- 109. INTRODUCTION TO HEALTH SCIENCES** (2)
Contains a brief history of medicine, medical law and ethics, communication, aging, death, and dying. The role of the allied health worker in today's society emphasized throughout. Required in Medical Assistant Program and Medical Laboratory Technician Program. Open to all students as an elective.

- 110. PRINCIPLES OF NUTRITION** (3)
Includes studying nutrients, evaluating menus, planning menus, and eating habits. Focus on modified diets and the influence of culture and economic factors. Discussions on the nutritional needs of the various age groups in the life cycle. Required in Medical Assistant Program; open to other students as elective course.

- 201. PHARMACOLOGY** (1)
Introduction to medication therapy. Focuses on drug laws, definitions, modes of administration and interaction of drugs. How medications affect the system of the body and drug doses. Required in Medical Assistant Program; open to other students as elective course.

- 212. GENETICS*** (3)
An introduction to classical Mendelian inheritance and current molecular genetics with consideration at human clinical problems. Prerequisite: One year of college biology or permission of the instructor. Elective course.

- 300-301. SEMINAR* (See page 19)** (3; 3)

CHEMISTRY

- 101-102. COLLEGE CHEMISTRY I & II*** (4; 4)
Chemistry 101 presents the fundamental laws of chemistry; properties of solids, liquids and gases; atomic and molecular structures. Chemistry 102 presents a detailed treatment of chemical equilibria in aqueous solution, including acid-based theory, pH, and buffers. In addition, electrochemistry and an introduction to the molecules of organic chemistry and biochemistry are discussed. Prerequisite: High school algebra. Required in Medical Laboratory Technician Program; open to other students as an elective course.

- 201. CLINICAL CHEMISTRY TECHNIQUES** (4)
The student will become familiar with and develop proficiency in techniques practiced in clinical chemistry laboratories. Theory will be introduced to give the student a greater understanding of the bases of the techniques. Laboratory sessions will stress applications of these techniques and the use of equipment and instruments. Prerequisite: Chemistry 102 or permission of the instructor. Required in Medical Laboratory Technician Program.

MATHEMATICS

101-102. ELEMENTS OF MATHEMATICS I & II

(3; 3)

Particularly appropriate for the prospective elementary school teacher who will find herself teaching the "new math." In order to obtain an understanding of the foundations of mathematics, the concepts and structures of various number systems are studied, including such topics as deductive reasoning as applied to set theory; the arithmetic of whole numbers, rational numbers, real numbers, and nondecimal numeration systems; and the basics of geometry. Use is made of materials currently available in the elementary school room to demonstrate and reinforce the concepts presented. Elective course.

103. ELEMENTARY FUNCTIONS*

(3)

In this course the student can reinforce her knowledge of advanced algebra. The techniques of algebra and coordinate geometry are used to analyze the elementary functions: Polynomial and rational functions, exponential functions, logarithmic functions, trigonometric functions, and functions of two variables. Elective course.

105-106. INTRODUCTORY MATHEMATICS I & II*

(3; 3)

To familiarize the student with how mathematics is used in the fields of business, the social sciences, the allied health fields, and the physical sciences. Designed to acquaint the student with many new and exciting uses of mathematics, as well as to remedy any mathematical deficiencies. The topics considered include the use of tables, estimations, percentages, logic, probability, matrices, and statistics. Elective course.

107. INTRODUCTION TO STATISTICS

(3)

An interdisciplinary approach to statistical methods is used. Topics such as means and dispersion, probability and frequency distributions are presented. Examples are used from science, the humanities and business. Required in Medical Laboratory Technician Program; open to other students as an elective course.

202. CALCULUS*

(3)

Provides an introduction to the calculus of a single function of a single real variable. Topics considered are analytic geometry, limits, continuity of functions and techniques, and application of differentiation and integration of algebraic and transcendental functions. Prerequisite: Math 103 or equivalent; or permission of instructor. Required in Medical Laboratory Technician Program; open to other students as an elective course.

MEDICAL ASSISTANT

202. BIOLOGICAL BASIS OF DISEASE

(3)

Discussion of some of the more common diseases encountered in a clinical situation. Emphasis placed on clinical symptoms, pathology, causes, patient handling and treatment. Drugs used in treatment and the uses and misuses of pharmaceuticals. Prerequisites: Biology 106, Medical Assistant 209 and Office Administration 233. Required in Medical Assistant Program; open to other students as an elective course.

204s. MEDICAL LABORATORY TECHNIQUES

(4)

An introduction to the routine procedures commonly employed in the medical laboratory or physician's office. Included: urinalysis, hematology (normal and pathological), blood typing, gastric analysis, spinal fluid and fecal examination, EKG, and routine X-ray procedures. Emphasis placed on the theoretical background and practical application of the material studied. Prerequisites: Biology 106 or Biology 103. Required in Medical Assistant and Medical Secretarial Programs.

209. MEDICAL ASSISTANT TECHNIQUES

(3)

Offered first semester of senior year to senior Medical Assistants and will include clinical procedures used by a medical assistant in a doctor's office or clinic. Includes the importance of sterile technique, the principles of medication, assisting in minor surgery, the taking of vital signs, and dealing with situations where tact and understanding are necessary. Prerequisites: Biology 105-106, 109. Required in Medical Assistant Program.

214. MEDICAL ASSISTANT EXTERNSHIP

(5)

Supervised clinical experience assigned in affiliated doctors' offices and clinics for two full days, plus weekly seminars. Prerequisites: Biology 105-106, Medical Assistant 204, 209. Required in Medical Assistant Program.

MEDICAL LABORATORY TECHNICIAN

108. CLINICAL MICROBIOLOGY TECHNIQUES

(1)

Emphasis placed on diagnostic microbiology — the collection and processing of clinical specimens. Quality control in the clinical laboratory included.

109. CLINICAL LABORATORY TECHNIQUES I

(4)

Includes Hematology-normal and abnormal. Lecture/Laboratory. Required in the Medical Laboratory Technician Program.

110. CLINICAL LABORATORY TECHNIQUES II

(2)

Includes Immunology, Immunohematology, and Blood Banking with an introduction into the basics of serology. Lecture/Laboratory. Required in the Medical Laboratory Technician Program. Prerequisite: 109.

111. CLINICAL LABORATORY TECHNIQUES III

(1)

Includes the entire process of Hemostases and Coagulation, Fibrinolysis and Anticoagulant Therapy. Lecture/Laboratory. Required in the Medical Laboratory Technician Program. Prerequisite: 109.

206. CLINICAL LABORATORY ROTATIONS A,B,C

(5; 5; 5)

Supervised clinical experience assigned in an affiliated hospital or medical laboratory under the

supervision of a medical technologist or pathologist. The rotation schedule provides experience in the following departments: blood banking, chemistry, hematology, microbiology, serology, urinalysis. Assignments made by the coordinator of the program. One rotation held during the first part of summer between the freshman and senior years. Prerequisites: Biology 106, 107, Medical Laboratory Technician 109, 110, 111, Chemistry 102. Required in Medical Laboratory Technician Program.

209. CLINICAL LABORATORY TECHNIQUES IV (1)

Includes an in depth look into the physiology of the kidney; how urinary components are formed — macroscopic and microscopic observations of normal and abnormal patients. Lecture/Laboratory. Required in the Medical Laboratory Technician Program. Prerequisite: Medical Laboratory Technician 111.

210. CLINICAL LABORATORY TECHNIQUES V (1)

An advanced course in Immunology and Serology with special emphasis on serology procedures encountered in the clinical laboratory. Lecture/Laboratory. Required in the Medical Laboratory Technician Program. Prerequisite: 209.

211. CLINICAL LABORATORY TECHNIQUES VI (1)

An overview of the subjects the Medical Laboratory Technician student has been studying in clinical experiences. Microbiology, Clinical Chemistry, Hematology and Urinalysis reviewed. Special emphasis placed on how to prepare and study for the registry exams. Prerequisite: 209.

PHYSICAL SCIENCE

101-102. PHYSICAL SCIENCE I & II* (3; 3)

Provides the nonscience major with an introduction to the principles governing the physical world that surrounds us all. Since experimentation is an important part of any scientific endeavor, personal experience with experiments to investigate topics such as energy, matter, light, electricity, and magnetism is emphasized. Required in Physical Therapist Assistant Program; open to other students as an elective course.

PHYSICAL THERAPIST ASSISTANT

101. PHYSICAL THERAPIST ASSISTANT I (4)

Medical terminology; pathology of body systems studied in Biology 105. Use and care of wheelchairs. Draping, bed mobility, positioning, transfers. Body mechanics. Introduction to therapeutic exercise. Corequisites: Bio 105; PTA 102. Program majors only.

102. PHYSICAL THERAPIST ASSISTANT II (1)

Orientation to the program. Introduction to physical therapy and the contributions of the physical therapist and physical therapist assistant. Legal considerations for practice. Concepts of prevention, treatment, and rehabilitation. Visits to area physical therapy departments as time permits. Corequisite: PTA 101, or permission of instructor. Program majors only.

103. PHYSICAL THERAPIST ASSISTANT III (4)

Medical terminology and pathology cont. Introduction to patient responses to illness and patient-helper interaction. Patients' rights. Principles of teaching and learning. Ambulation aids and gait training. Tilt table. Vital signs. Therapeutic exercise cont. Aspects of motor control. Clinical education seminar. Prerequisites: PTA 101, 102; Bio 105. Corequisite: Bio 106. Program majors only.

104. CLINICAL EXPERIENCE I (Summer Session Course) (3)

Clinical experience under the supervision of a registered physical therapist. Prerequisite: satisfactory completion of all Semester I and II courses. Program majors only.

201. PHYSICAL THERAPIST ASSISTANT IV (3)

Prosthetics, orthotics. Special beds and frames. Advanced functional activities. Respiratory hygiene. Conditioning exercise. Infection control, dressings, and bandaging. Concepts of evaluation and goniometry. Prerequisite: PTA 104. Corequisite: PTA 211. Program majors only.

202. PHYSICAL THERAPIST ASSISTANT V (3)

Modalities used for pain relief and improvement of tissue nutrition. Prerequisites: PTA 104; Phy. Sci. 101. Corequisite: PTA 203. Program majors only.

203. PHYSICAL THERAPIST ASSISTANT VI (3)

Therapeutic exercise cont. Patient response and patient-helper interaction cont. Documentation of patient care. Pharmacology. Delivery of health care, organization and administration. Ethics. Issues in physical therapy. American Physical Therapy Association. Clinical education seminar. Prerequisites: PTA 104, 211, 201. Corequisite: PTA 202. Program majors only.

204. CLINICAL EXPERIENCE II (3)

Clinical experience under the supervision of a registered physical therapist. Prerequisite: satisfactory completion of all Semester I and II courses. Program majors only.

205. CLINICAL EXPERIENCE III (3)

Clinical experience under the supervision of a registered physical therapist. Prerequisite: satisfactory completion of all Semester I and II courses. Program majors only.

211. KINESIOLOGY (2)

Function of musculoskeletal system and application to movement analysis of patient related activities. Prerequisite: PTA 104. Program majors only.

Social Relations

ANTHROPOLOGY

131s. INTRODUCTION TO ANTHROPOLOGY* (3)

A comprehensive survey of the origins of present-day man with emphasis on the cultural uniformity which unites all people as well as the cultural diversity which distinguishes one people from another.

other. A cross-cultural understanding and appreciation of pre-literate groups, as well as today's emerging societies all over the world.

PSYCHOLOGY

201s. INTRODUCTORY PSYCHOLOGY*

(3)

To enable the student to understand and apply basic knowledge of human behavior. While investigating such areas as learning theory, perception, motivation, individual differences, personality traits, the student can integrate classical theories with contemporary issues in the field.

202s. PSYCHOLOGY OF PERSONALITY*

(3)

Designed to introduce the student to a variety of the most important theories of personality, i.e., Freud, Jung, Adler, Rogers, and others. In addition, considerable emphasis on developing insight and self-awareness on the part of the student. Case studies are examined with the intent of making theories more practical and useful, and with the hope that they will foster more understanding and awareness of the personalities of others. Prerequisite: 201s.

204s. CHILD PSYCHOLOGY*

(3)

Focuses on the development of the child's personality prior to adolescence. The principles and concepts of child psychology are supported by research evidence and are drawn from the major theoretical viewpoints about early personality formation. While normal developmental patterns and preventive aspects are central, the student will investigate some areas of psychopathology, play therapy, familial influences, and prenatal care. Prerequisite: 201s.

210. ABNORMAL PSYCHOLOGY*

(3)

Offers an examination of the wide range of personality and behavioral disorders. Both traditional and contemporary theories of psychopathology are reviewed. Emphasis is also placed on the tools, techniques, and process of both the diagnosis and the treatment of various disorders. Prerequisite: 201s and permission of the instructor.

211s. ADOLESCENT PSYCHOLOGY*

(3)

Attempts to create an understanding of the meaning of adolescent behavior. Students examine Freud, Erikson, Sullivan and other relevant theorists, applying these theories to case studies to discover how such viewpoints illuminate adolescent behavior. Materials from anthropology and sociology constitute a minor theme of the course, since a study of the meaning of adolescent behavior must include recognition and the larger society in determining the adolescent experience. Prerequisite: 201s.

212. PSYCHOLOGY OF THE LIFE SPAN*

(3)

Investigates the progressive unfolding of the person through the life span. The approach is integrative in terms of following developmental principles as they pervade and influence the individual from conception through old age. Consideration will be given to both the building blocks of personality and to the dynamic variables which emerge as one moves into new stages of maturation. Prerequisite: 202s or 204s (taken previously or concurrently) or written permission of the instructor.

213. INTRODUCTION TO HUMAN SERVICES

(3)

A critical examination of the psycho-social aspects of selected problems and issues in the field of human services. An introduction to the techniques and programs currently utilized in the community and their particular use of paraprofessional assistance. Involves both didactic and field experiences.

214, 215, 216. SUPERVISED FIELD PLACEMENT AND SEMINAR I & II & III

(6; 6; 6)

Designed for students in the Human Services Program, it provides the students with the opportunity to experience field work. Training in the skills by which students can offer direct and indirect assistance to the client population is provided.

218s. DYNAMICS OF SMALL GROUPS*

(3)

Focus is upon class itself (as a small group) as it unfolds through the semester. The objective is to engender a basic understanding of the nature of a group, inter-personal relations within it, varieties of leadership, goal-setting, decision-making communication networks, and techniques of observing and analyzing group process. Prerequisites: Sociology 111s or Psychology 201s and written consent of the instructor.

220. PSYCHOLOGY OF DREAMING

(3)

The phenomenon of dreaming approached from several eclectic perspectives: Jungian analysis of dream symbols; the relevant aspects of Freudian theory; Gestalt principles as applied to the dream; experimental research on dreaming; dreaming as a therapeutic tool; dream analysis for deepening self-knowledge. Each student will be required to keep a dream journal, and several techniques will be taught to help the student remember and analyze her own dreams. Students will be encouraged to share dreams in class, help each other decode dream symbols, and study some of the universal themes that emerge. Prerequisite: 201.

222. SMALL GROUP FACILITATION TECHNIQUES AND THEORY

(3)

As the follow up for Dynamics of the Small Group, focuses on the application of constructs learned in the earlier course. Participants will be trained in leadership effectiveness and group facilitation theory and techniques. The history of "small group movement" will be integrated into the theoretical aspects of the course. Students will be exposed to methods of assessing group needs and ways of utilizing the resources of various groups to best meet those needs. Directed research into areas of individual specialty will also be shared for critique and refinement. Evaluation will be measured in terms of individual competency as reflected by self-criticism, peer-feedback, and instructor critique. Prerequisite: Psychology 218 or Sociology 218.

223. COMMUNITY RESOURCES

(3)

Explores the framework from which the present day network of public and private agencies operate. Students become familiar with the relationship of forces within the community which lead to

policy establishment and modification. Board, administrative, and staff interactions are explored and visits to community agencies are utilized to sharpen the student's critical abilities and knowledge through experiences with actual operation of services.

224. NATURE AND NEEDS OF THE MENTALLY RETARDED* (3)

Designed to give students a working knowledge of the diagnosis and etiology of mental retardation and of the rehabilitation and training of the mentally retarded. Attitudes of the family and community toward the mentally retarded are discussed. Pertinent reading and field visits help accomplish course objectives.

225. HUMAN SEXUALITY* (3)

The focus is the psycho-social aspects of human sexuality. To that end, the course integrates psychological, sociological, and medical dimensions. Specific content areas include: normal psycho-sexual development, variations and deviations, sexual dysfunction, fertility and its related problems, and sex role options.

227. PRINCIPLES AND APPLICATION OF BEHAVIOR MODIFICATION (3)

Reviews learning theory with special emphasis on operant and classical conditioning. Principles of behavior discussed including procedures for establishing, maintaining, and modifying behavior to assist human service workers in dealing with the mentally retarded, emotionally disturbed, and other handicapped populations. Current role of behavior modification in health, education, and social science is explored. Prerequisite: 201.

301-302. SEMINAR* (See page 19) (3; 3)

SOCIOLOGY

111s. INTRODUCTORY SOCIOLOGY* (3)

An introduction to the study of sociology which focuses on the inter-relationships of groups, social institutions, and social organization. An analysis of contemporary American culture gives the student perspective on her own position and attitudes toward society.

112s. SOCIAL PROBLEMS* (3)

A study of those conditions and issues which result in tension and disorder, the punishment of individuals for deviation from societal norms, or deprivation of society's rewards from oppressed minority groups. Examples are usually drawn from American society. Areas studied may include the oppression of minority peoples, such as blacks, Indians and women, attitudes toward deviant behavior such as homosexuality, drug addiction, and alcoholism, and global problems, such as violence, crime, poverty, or war. Prerequisite: 111s.

214s. SOCIOLOGY OF THE FAMILY* (3)

A broad examination of the family as process and institution through the development of an analytic and critical perspective of the family in its changing environment. Areas of examination include the family in class and culture context, the family and the individual student, changing sex attitudes and behavior, the questions of female role and identity raised by the feminist movement, contemporary alternatives to conventional family structure as communal living and cohabitation, mate selecting, family planning, problems of overpopulation, divorce, and the aged. Prerequisite: 111s.

217. SOCIOLOGY OF WOMEN* (3)

An analysis of the position of women in the United States from historical, biological, psychological and sociological perspectives. Some areas of concentration are: the suffrage movement, socialization and education of women, working women, black women, portrayal of women in the media, marriage and motherhood, and the Women's Liberation Movement. Prerequisite: 111s.

218s. DYNAMICS OF SMALL GROUPS* (3)

Focus is upon class itself (as a small group) as it unfolds through the semester. The objective is to engender a basic understanding of the nature of a group, inter-personal relations within it, varieties of leadership, goal-setting, decision-making, communication networks, and techniques of observing and analyzing group process. Prerequisites: Sociology 111s or Psychology 201s and written consent of the instructor.

220. SOCIOLOGY OF HEALTH CARE* (3)

A survey of various issues related to the delivery of medical care in the United States. The roles of physicians, nurses, allied health workers, medical schools, and hospitals discussed. Alternative ways of financing and providing health care. Emphasis on problems in health care delivery.

301-302. SEMINAR* (See page 19) (3; 3)

College Officials and Faculty

THE LASELL CORPORATION

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ARTHUR M. GRIFFIN

Vice President:

ALFRED C. EDWARDS

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ROBERT S. STOLLER

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ARTHUR M. GRIFFIN, Auburndale, Massachusetts

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PRISCILLA PARMENTER MADDEN '37, Wellesley, Massachusetts

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FAYE WADHAMS SMITH '38, Bloomfield, Connecticut

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WALTER E. STONE, Waquoit, Massachusetts

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BONNIE BORTLE, B.A., M.Ed. B.A., Newton College M.Ed., Boston College Lasell, 1979-	<i>Director of External Affairs</i>
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- JOSEPH AIETA III, B.S., M.A.
B.S., College of the Holy Cross
M.A., Brandeis University
Lasell, 1969-
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B.A., Tufts University
M.A., University of Chicago
Graduate Study, University of Chicago
Lasell, 1971-
- JOAN L. ARCHES, B.A., M.S.W.
B.A., Boston University
M.S.W., Boston University
Lasell, 1980-
- KAREN J. AROIAN, R.N., B.S., M.S.
B.S., University of Massachusetts
M.S., Boston College
Lasell, 1980-
- DAVID BARBERO, B.F.A., M.F.A.
B.F.A., Tufts University
M.F.A., Tufts University
Lasell, 1966-
- CYNTHIA BEAUDOIN, B.S., M.S.
B.S., Bridgewater State College
M.S., Boston University
Lasell, 1963-
- J. KENNETH BENNETT, A.B., A.M.
A.B., Columbia College
A.M., Columbia University
Lasell, 1976-
- LEONIE S. BENNETT, B.S. in Ed., M.F.A.
Graduate of Jackson Von Ladau School
of Fashion and Design and School of
the Museum of Fine Arts
B.S. in Ed., Tufts University
M.F.A., Tufts University
Lasell, 1955-59; 1968-
- MARY BEVILACQUA, R.N., B.S.N.
B.S.N., Boston College
Graduate Study, Boston College
Lasell, 1978-
- EDWIN J. BLOOM, JR., B.S.
B.S., Cornell University
Lasell, 1977-
- JANE ANN BROWN, R.N., B.S.N.
B.S.N., Boston College
Lasell, 1980-
- JOHN A. BRUSCO, B.S.
B.S., Northeastern University
Lasell, 1980-
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B.A., Lowell State College
M.S., Mississippi State University
M.T. (ASCP), V.A. Hospital School of M.T.
Lasell, 1975-
- NANCY CARDINALI, R.P.T., B.S., M.S.
B.S., Boston University
M.S., Boston University
Lasell, 1979-
- Associate Professor of History,
Chairman of History and Government
Department*
- Associate Professor of Psychology*
- Instructor in Sociology*
- Instructor in Nursing*
- Professor of Art*
- Professor of
Physical Education*
- Assistant Professor of Retailing,
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Business Management
and Accounting Departments*
- Professor of Art,
Chairman of Art and Music Department*
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- Lecturer in Accounting*
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Program Coordinator,
Physical Therapist
Assistant Program*

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Lesley College
B.S. in Ed., Boston University
Graduate Study, Wheelock College
Lasell, 1958-
*Associate Professor of Education
Director, Lasell Child Study Center*
- JEANNE BUDDING COUSINS, B.A., M.A.
Sarah Lawrence College
B.A., Emerson College
M.A., Tufts University
Graduate Study, Harvard University,
The Sorbonne
Lasell, 1945-
*Professor of Dance
and Physical Education*
- IRVIN L. DALLAS, B.B.A., M.A.
B.B.A., Loyola University
M.A., Sangamon State University
Lasell, 1978-
Lecturer in Economics
- RICHARD P. DEL PRETE, B.A., M.S.
B.A., State University College, Fredonia
M.S., State University of New York Albany
Ph.D. Candidate, Boston University
Lasell, 1980-
Instructor in Psychology
- ROSARIE DUCEY, R.N., B.S.N.
R.N., St. Vincent School of Nursing
B.S.N. in Nursing Education, Boston College
Lasell, 1972-
Assistant Professor of Nursing
- EDNA MAY S. DUFFY, B.A., M.A.T.
B.A., Carlow College
M.A.T., Boston College
Ph.D. Candidate, Boston College
Lasell, 1973-
Laboratory Instructor
- MARTIN EPSTEIN, B.A., M.A.
B.A., New York University
M.A., Brandeis University
Lasell, 1969-
Lecturer in Social Relations
- SUSAN E. FECITT, R.N., B.S., M.S. in Nsg. Ed.
B.S., University of Massachusetts
M.S., Boston University
Lasell, 1973-
Lecturer in Nursing
- MARGARET S. FORD, B.S., M.Ed.
B.S., College of William and Mary
M.Ed., Boston University
Graduate Study, Boston College, Western
Reserve, University of Maine
Lasell, 1959-
Professor of Secretarial Science
- SUMNER H. FREEDMAN, B.S., M.Ed.
Suffolk University School of Business
B.S., Boston University
M.Ed., Boston State College
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*Lecturer in Advertising and
Sales Promotion*
- YOLANDA GOLDMAN
Universidad de San Carlos
Graduate Study, Universidad de San Carlos,
Universidad de Madrid, Universidad de
Jaime Balmes
Lasell, 1964-
Lecturer in Spanish
- MARY GOOD, B.S.
B.S., Regis College
Graduate Study, Boston University,
New York University
Lasell, 1977-
Lecturer in Fashion Design

- SYLVIA B. GOODMAN, B.S., M.Ed.
B.S., Hunter College; Boston University
M.Ed., Boston University
Lasell, 1965- *Professor of Science*
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B.A., Providence College
M.A., Northeastern University
Lasell, 1966- *Associate Professor of English*
- LOUISE E. HAMILTON, A.B., M.S.
A.B., Boston University
M.S., Tufts University
Lasell, 1977- *Assistant Professor of Science*
- ERVIN H. HOFFART, B.S., M.A.
B.S., University of Nebraska
M.A., University of Nebraska
Graduate Study, Stanford University,
Oak Ridge Institute of Nuclear Science,
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Lasell, 1969- *Associate Professor of Science*
- NANCY B. ISAACS, B.A., M.A., M.S.
B.A., Swarthmore College
M.S., Yale University
M.S., Simmons College
Graduate Study, Columbia University
Lasell, 1972- *Director of the Library*
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B.S., Boston University
M.Ed., Boston State College
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Secretarial Science,
Chairman of Secretarial
Science Department*
- PAUL E. JANSEN, B.A., M.A., Ph.D.
B.A., University of Notre Dame
M.A., University of Florida
Ph.D., University of Florida
Lasell, 1981- *Lecturer in Psychology*
- LYDIA KAVANAGH, A.B., M.A.
A.B., Wellesley College
M.A., Wellesley College
Lasell, 1950-57, 1961- *Lecturer in Romance Languages,
Chairman of Foreign Language
Department*
- MARILYN A. KELLY, R.N., B.S.N.
B.S.N., Simmons College
Lasell, 1976- *Assistant Professor of Nursing*
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Lasell, 1969- *Associate Professor of Nursing*
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B.S., Boston University
Graduate Study, Boston University
Lasell, 1955-59, 1977- *Assistant Professor of
Secretarial Science*
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A.B., Boston University
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Ph.D., Boston University
Lasell, 1960- *Professor of English*
- BARBARA M. LEVY, A.A., B.S. in Ed., M.Ed.
A.A., Lasell Junior College
B.S. in Ed., Tufts University
M.Ed., Boston College
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M.Ed., Boston State College
Graduate Study, Boston University,
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Associate Professor of Economics
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B.A., Regis College
M.A., Northeastern University
Ph.D. Candidate, Northeastern University
Lasell, 1979-
Instructor in Sociology
- CATHY J. MALEK, R.N., B.S.N., M.S. in Nsg. Ed.
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M.S. in Nsg. Ed., Boston College
Lasell, 1979-
*Instructor in Nursing
(Leave 1981-1982)*
- ALBERT R. MANSON, B.B.A., M.Ed.
B.B.A., Northeastern University
M.Ed., Boston University
Lasell, 1972-
*Lecturer in Electronic Data
Processing*
- KENNETH C. MATHESON, A.B., A.M.
A.B., Boston University
A.M., Boston University
Lasell, 1959-
Professor of English
- SUSAN J. MAZOR, R.N., B.S., M.S.
B.S., Villanova University
M.S., Boston University
Lasell, 1975-
Lecturer in Child Development
- KAREN M. MELILLO, R.N., B.S., M.S. in Nsg. Ed.
B.S., Salem State College
M.S., University of Lowell
Lasell, 1981-
Instructor in Nursing
- SEBASTIAN F. MIGNOSA, B.S. in Ed., M.Ed.
B.S. in Ed., Boston University
M.Ed., Boston University
Lasell, 1956-
Professor of Secretarial Science
- KATHLEEN M. MILLER, R.N., B.S.N.
B.S.N., Boston College
Lasell, 1979-
Lecturer in Nursing
- CONSTANCE W. MILNER, R.N., B.S.N., M.Ed.
Warren Academy School of Nursing
B.S. in Nursing, Boston University
M.Ed., Boston University
Lasell, 1956-
*Professor of Nursing,
Chairman of Nursing Department*
- NANCY MORELLO, B.A., M.A., Ph.D., S.M. (A.S.C.P.)
B.A., Emmanuel College
M.A., Wellesley College
Ph.D., Boston University
Lasell, 1969-
*Associate Professor of Science,
Chairman of Mathematics
and Science Department*
- RONALD F. MOYNAHAN, B.A., J.D.
B.A., St. Francis College
J.D., New England School of Law
Lasell, 1979-
Lecturer in Business Law
- DEBORAH M. O'CONNOR, B.S.
B.S., Boston University
Lasell, 1978-
Lecturer in Nursing
- HELEN S. O'KEEFE, B.A., M.S.T.
B.A., Emmanuel College
M.S.T., Boston College
Lasell, 1979-
Lecturer in Chemistry

- LESLIE L. OVERSTREET, B.A., M.S.W.
B.A., Rutgers University
M.S.W., Rutgers University
Lasell, 1980-
Lecturer in Psychology
- THOMAS DOANE PERRY III, B.A., Ph.D.
B.A., Yale University
Ph.D., Union Graduate School
Lasell, 1977-
*Lecturer in Anthropology and
Children's Literature and Media*
- PAUL PETRICONE
Lasell, 1973-
Lecturer in Photography
- ANNA M. POLLOCK, R.N., P.N.P., F.N.P.
St. Elizabeth's School of Nursing
B.S., Boston College
M.S., Boston College
P.N.P., Northeastern University
F.N.P., Worcester Hahnemann
Lasell, 1973-
Lecturer in Nursing
- PETER C. QUINN, A.B., A.M.
A.B., Boston College
A.M., Boston College
Lasell, 1975-
Lecturer in Retailing
- ANNE SUTHERLAND ROLLINS, A.S.
A.S., Lasell Junior College
Lasell, 1974-
Teacher, Child Study Center
- CAROLYN ROSEN, R.N., B.S., M.S.
R.N., Bellevue Hospital
B.S., Boston University
M.S., Boston University
Lasell, 1977-
*Assistant Professor,
Program Coordinator,
Medical Assistant Program*
- JACQUELIN SAUNDERS, B.S. in Ed., M.A.
B.S. in Ed., Massachusetts College of Art
M.A., Teachers College, Columbia University
Graduate Study, Cranbrook Academy of Art
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Professor of Art
- MURIEL S. SHEPPARD, B.S. in Ed., M.S. in Ed.
B.S. in Ed., State University of New York
at Potsdam
M.S. in Ed., Wheelock College
Lasell, 1957-
*Professor of Education,
Chairman of Early Childhood
Education Department*
- ELIZABETH SHURTLEFF, A.A., B.A., M.B.A.
A.A., Lasell Junior College
B.A., Newton College
M.B.A., Babson College
Lasell, 1977-
Lecturer in Accounting
- ESTA B. SOFMAN, B.A., M.A.
B.A., Syracuse University
M.A., Fairleigh-Dickenson University
Lasell, 1979-
Lecturer in English
- MARGARET J. SOLOMON, A.A., B.S. in Ed., Ed.M.
A.A., Lasell Junior College
B.S. in Ed., Tufts University
Ed.M., Harvard University
Lasell, 1972-
Lecturer in Child Development
- NANCY RUTH STAREFOS, R.N., B.S., M.S.N.
New England Deaconess Hospital
B.S., Boston University
M.S.N., Boston University
Lasell, 1968-
Associate Professor of Nursing

- LOUISE A. STEBBINS, R.N., B.S.N., M.S.N.
B.S.N., Russell Sage College
M.S.N., University of Maryland
Lasell, 1980- *Lecturer in Nursing*
- RICHARD H. STELLAR, B.A., Ed.M., Ed.D.
B.A., Boston University
Ed.M., Boston University
Ed.D., Boston University
Lasell, 1974- *Assistant Professor of Psychology,
Chairman of Social
Relations Department*
- DIANNE SULLIVAN, R.N., B.S.
B.S., Boston College
Lasell, 1976- *Instructor in Nursing*
- ELEANOR J. SWARTZ, B.A., M.T. (A.S.C.P.)
B.A., Northeastern University
Lasell, 1980- *Instructor, Program Coordinator,
Medical Laboratory Technician Program*
- ANN W. TAGGE, B.A., M.A.
B.A., Wellesley College
M.A., Baylor University
International Summer School,
Trinity College, Dublin
Kings College, Cambridge
Lasell, 1965- *Professor of English,
Chairman of English Department*
- FRANK TAYLOR, B.A.
B.A., Yale College
Graduate Study, Oxford University,
Harvard University, Longy School of Music
Lasell, 1957- *Professor of Music*
- Elizabeth S. Waldorf, B.A., M.A., Ph.D.
B.A., University of Mississippi
M.A., Indiana University
Ph.D., Ohio State University
Lasell, 1980- *Instructor in Science*
- JEAN WATT, B.S.
B.S., Bowling Green State University
Lasell, 1946- *Associate Professor of Physical
Education, Chairman of Physical
Education Department*
- SADIE C. WEBMAN, A.S., B.S. in B.A.
A.S., Bentley College of Accounting and Finance
B.S. in B.A., Suffolk University
Graduate Study, Boston University
Lasell, 1969- *Associate Professor of
Secretarial Science*
- JANET WILSON, A.S.
A.S., Lasell Junior College
Lasell, 1970- *Teacher, Child Study Center*
- LOUISE A. ZUBROD, B.S., M.Ed., Ed. D.
B.S., Boston College
M.Ed., Boston University
Ed.D., Boston University
Lasell, 1977- *Assistant Professor of
Psychology*



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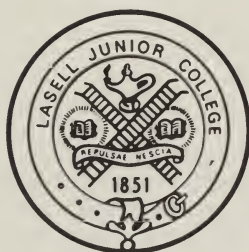
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Founded in 1851 as Lasell Seminary



1982-1983

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Dean of Academic Affairs	Gerald Bazer
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Lasell Junior College admits students of any age, race, color, national and ethnic origin, and handicap to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, race, color, national or ethnic origin, or handicap in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.

Lasell Junior College does not discriminate on the basis of sex in the admission of individuals to its Nursing Program. All such individuals are due all rights and privileges under college rules and regulations.

Furthermore, the College subscribes fully to all federal and state legislation prohibiting discrimination against applicants, faculty and all other employees for reasons of age, race, color, national and ethnic origin, sex, or handicap.

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Physical Therapist Assistant	(See Science and Mathematics)
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LASELL JUNIOR COLLEGE CALENDAR 1982-1983

1982

SEPTEMBER	8	Wednesday	New Students Arrive
	10	Friday	Registration for All Students
	13	Monday	Classes Begin
OCTOBER	11	Monday	No Classes, Columbus Day
	29	Friday	First Quarter Ends
NOVEMBER	23	Tuesday	Thanksgiving Recess Begins After Last Class
	29	Monday	Classes Resume, Retail Field Work Begins
DECEMBER	17	Friday	Last Day of Classes
	20	Monday	First Day of 1st Semester Exams
	22	Wednesday	Last Day of 1st Semester Exams
	23	Thursday	Retail Field Work Ends

1983

JANUARY	24	Monday	Winter Recess Ends, Registration
	25	Tuesday	First Day of Classes
FEBRUARY	21	Monday	No Classes, Washington's Birthda
MARCH	11	Friday	Spring Recess Begins, Quarter End
	21	Monday	Spring Recess Ends
MAY	6	Friday	Last Day of Classes
	8	Sunday	First Day of 2nd Semester Exams
	10	Tuesday	Last Day of 2nd Semester Exams
	15	Sunday	Commencement
	23	Monday	Summer Medical Laboratory Technician Program, Summer Physical Therapist Assistant Program Begin
JUNE	6	Monday	Summer Nursing Program Begins
	17	Friday	Summer Physical Therapist Assistant Program Ends
JULY	15	Friday	Summer Medical Laboratory Technician Program Ends
	30	Saturday	Summer Nursing Program Ends

General Information

The College

Lasell was founded in 1851 by Edward Lasell as a school for the advanced education of young women. In 1921, the school was transferred from private ownership to a new corporation organized under the law governing non-profit educational institutions. The certificate of organization issued by the Commonwealth of Massachusetts named the new corporation as "Lasell Seminary," and the agreement of association that established the corporation declared its purpose to be "maintaining a school for women and a junior school and other educational activities." On March 7, 1932, by enactment of the Massachusetts Senate and House of Representatives in General Court, the name of the corporation was changed to Lasell Junior College. An act of April 14, 1943, specifically authorized the College to grant the degrees of Associate in Arts and Associate in Science.

As an independent junior college offering both transfer and career programs, Lasell has accepted certain objectives clearly identified with its choice of programs — namely, to provide those students who intend to continue their formal education beyond the two-year course of study with a coherent academic program that will prepare them for admission, with advanced standing, to appropriate four-year colleges; to provide those students who intend to enter certain vocations the educational experience required for success in those vocations; and to provide those students who desire only two years of collegiate education or who have clearly defined educational, professional, or vocational goals beyond the junior college experience with studies that will help them to develop their full human potential.

As a predominantly residential two-year college, Lasell seeks to provide its students with the experience of living in a community organized around a central educational purpose and giving appropriate attention to the social, political, and cultural demands and interests of the larger community. To help the students get the greatest benefit from this experience, the college puts a high premium on the teaching excellence of its faculty, on a favorable faculty-student ratio, on the provision of effective advising and counseling services, and on the kind of administrative support that will promote student fulfillment.

The Campus

Location

The College is located in the village of Auburndale, a part of the suburban city of Newton. Trains, buses, rapid transit (M.B.T.A.) and local taxis afford convenient access to Boston. Trains for New York and the West stop at nearby Station #128. Boston's Logan International Airport is less than a half hour away from the College. The campus is located one and one-half miles from circumferential Route 128 (exit Route 30, east) at the junction of the Massachusetts Turnpike.

The grounds of the College encompass approximately sixty acres which, for the most part, lie along Woodland Road and adjoining streets. The spacious green lawns provide an attractive setting for the more than thirty buildings which comprise the College's physical plant. There are pleasant walks in the residential neighborhood; and the recreation field, the Charles River, Haskell Pond and five tennis courts afford abundant opportunity for healthful outdoor activity.

Buildings

The offices of administration are located in three buildings, Irwin, Potter, and Haskell. At these addresses are the offices of Admissions, the Comptroller, the Registrar, the Deans, the President, the Alumnae Association and the Director of Financial Aid.

The fourteen dormitories are homelike, well-arranged, and thoroughly comfortable. The dormitories include Carpenter, Converse, Gardner, Karandon, Pickard, Blaisdell, Vista, Chandler, Briggs, Nason, Ordway, New Dorm, McClelland, and Woodland. The dining facilities are in Woodland Hall.

Winslow Hall, an auditorium-gymnasium, combines facilities for dramatics and college assemblies, receptions, dances, musical events and the physical education program.

Wass Science Building has been in use since 1955. This modern, three-story structure houses general classrooms and well-equipped laboratories for anatomy, biology, chemistry and physical science. Rockwell Hall accommodates the Child Study Center. Priscilla Alden Wolfe Hall, completed in 1963, provides nine classrooms for the Secretarial Department, an audiovisual aids room, and five classrooms for general use.

Carter Hall, a charming Victorian building, has been completely renovated and equipped as a fine arts center. It includes modern studio facilities for painting, photography, jewelry and ceramics.

The Health and Counseling Center is equipped to serve the needs of students and is staffed by a physician, a medical assistant, counsellors, and a receptionist.

Woodland Hall annex houses the Student Center containing snack bar, game-room, lounges, the College Bookstore, post office and student government offices.

The Library

The Jessie Shepherd Brennan Library was completed in 1968. It is a multimedia learning center containing about 50,000 volumes, periodicals, newspapers and an audio-visual department. To insure that every Lasell student effectively uses the library, a strong program in bibliographic instruction developed by the reference librarian in conjunction with the English department instructs all students in fundamental library skills.

Although the emphasis is of necessity on material which will supplement the courses offered at Lasell and provide for additional study in those fields, the value of a balanced enrichment program for the students is not overlooked. They are encouraged to use the Brennan Library and its resources for pleasure as well as for study and research.

Academic Information

Requirements for Admission

Admissions Policy

Each year the Lasell Admissions Office selects from its applicants those students who seem best qualified to profit from a course of study at Lasell. Consideration is given to the applicant's scholastic record, to a personal evaluation from the secondary school's guidance office, to test scores and to the applicant's choice of program. **An interview is strongly suggested and parents are urged to accompany the applicant.** Personal interviews may be arranged by writing, or telephoning the Admissions Office at (617) 243-2225. If the candidate wishes to remain on campus overnight, arrangements must be made one week in advance.

Lasell utilizes a rolling admissions system. This means that a candidate for admission need not wait until a specific date for the College's decision, but rather can expect to be notified shortly after her application has been completed.

Requirements

Candidates for admission to the freshmen class are normally expected to complete the college preparatory program of an approved secondary school. The Lasell Admissions Officers will also consider applicants who show ability to do college work and who may not have taken the usual college preparatory courses in secondary school. Consideration will also be given to candidates who complete high school in less than four years.

Admission to the Lasell Nursing Program involves the fulfillment of specific course requirements. (See section on nursing program.)

Entrance Examinations

All candidates for admission are urged to take the Scholastic Aptitude Test of the College Entrance Examination Board, or its equivalent, preferably before January of the senior year. Information concerning the tests may be obtained from the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540, or the College Entrance Examination Board, Box 1025, Berkeley, California 94701. Applications should reach the office of the College Board at least one month before the date the tests are to be taken.

Procedure

The completed application, together with a non-refundable fee of \$20, should be returned to the Dean of Admissions. The high school guidance counselor should be asked to send the completed secondary school transcript form to the Dean of Admissions.

It is the responsibility of the applicant to make sure that all required information is sent to the Admissions Office. Applications are considered when all credentials have been received.

Upon acceptance the candidate is given a period of 30 days to accept the offer of admission. A \$200 commitment deposit is required and is not refundable but is applied toward tuition. Commuting students are required to submit a deposit of \$100, applicable toward tuition, but not refundable. If an extension is requested, that request should be made, by letter, to the Dean of Admissions.

Assignment to particular dormitories will be made depending upon availability and based on the date of receipt of the commitment deposit.

Transfers

A limited number of students are admitted each year with transfer credit from other colleges. These students must fulfill the course requirements for graduation and meet the specific demands of their respective programs. A maximum of 30 credits can be accepted in transfer. All nursing students are expected to carry a minimum of 12 credit hours per semester.

Requirements for Graduation

A graduate of Lasell receives the degree of Associate in Arts or Associate in Science according to her curriculum. The specific requirements for the different curricula will be found on the following pages. In addition to the requirements for admission to full freshman standing already outlined, a student must complete at least sixty semester hours of academic and technical work, including English 101-102 and a minimum of twelve hours in Liberal Arts subjects or as prescribed by individual programs. In addition, two credits in Physical Education are required of all students. Candidates for either of Lasell's degrees must complete a minimum of 50% of their course work at Lasell and fulfill the specific requirements of the programs in which they are enrolled.

Although the passing course grade is D, a C minus average is required for graduation or as specified by specific programs. The passing grade in Nursing subjects is C in addition to a satisfactory rating in the clinical area and a C minus in Biology 105 and a C in Biology 106. Medical Laboratory Technician students must maintain at least a C minus average in each of their science courses. Medical Assistant students and Physical Therapist Assistant students must maintain at least a C minus average in each of their science courses. Medical Assistant students must also maintain a C minus average in each of their secretarial courses.

Before a student will be admitted to classes, her program must receive the approval of her Faculty Adviser and the Registrar. Grades are issued at the end of each semester and determine the student's academic standing.

Grading

A permanent record of scholarship is kept for reference, and semester reports are sent to students and their parents. The grading system employed is as follows: A, superior; B, good; C, average; D, passing; F, failure; INC., incomplete; S, satisfactory; and U, unsatisfactory, are used for Physical Education grades only. Rank in class, class promotion, graduation, and honors are all calculated on the basis of "grade quotients" earned at Lasell. The grade of A is assigned a value of 4; B, 3; C, 2; D, 1; and F, 0. A student's average is computed by multiplying the number of semester hours of credit by the appropriate numerical grade value and then dividing the sum of these products by the total number of semester hours of credit carried.

Students may elect a Pass or Fail option in those courses designated by individual departments at registration. Courses taken on a Pass and Fail basis are not computed in the student's grade point average.

Academic Advising

Upon arrival each freshman is assigned to a Faculty Adviser. In addition, the student is encouraged to consult her individual instructors, the resident head in charge of her dormitory, the Director of Placement and Transfer, or the Deans concerning any problems which may arise, either academic or personal. Parents are invited to give to any of these counselors such confidential information as may aid in understanding and promoting the welfare of their daughters.

Transfer to Senior College

To obtain recommendation for advanced standing on transfer, a student must in general earn a C average or higher. She may have to take certain College Entrance Examination Board Achievement Tests, or other tests as requested by the senior college. It should be noted that the content as well as the quality of both the preparatory school and the junior college programs must be satisfactory to the college which the student desires to enter, whether her purpose is to pursue a liberal arts or a vocational course. Requirements vary and results will generally be more satisfactory to Lasell and to the student when her wishes are stated and discussed at the outset.

It is strongly recommended that students contemplating transfer work very closely with their faculty advisor on appropriate course selections while at Lasell. Wherever possible students should attempt to tailor their Lasell course selections to courses acceptable by the senior college(s) to which application is planned. Lasell course choices should be made after a study of the catalogues of the chosen senior colleges.

Students can be assisted in the transfer process by the Director of Placement and Transfer, by the faculty advisor, and by the Dean of Academic Affairs. From time to time transfer admission representatives from senior institutions are scheduled to meet with interested seniors.

Career Planning and Placement

The Career Planning and Placement office is designed to help all students in their search for part time and full time employment. Current job listings are available to the Lasell community, and individual and group counseling sessions are held throughout the year.

All interested students, especially seniors, are encouraged to set up a placement file during their senior year at Lasell. A registration form, one copy of their resume, three references and any other information should be included in the file. The Career Planning and Placement office keeps all records on file for each student's future use.

Information regarding job recruiters who visit the Lasell campus during the academic year is posted, weekly, for all interested students. A Career Planning and Placement manual is available upon request.

Transfer Opportunities to Other Colleges

During the past several years, Lasell graduates have been accepted for further study at many different institutions. Some of these are listed below.

Admissions representatives from a variety of senior colleges visit Lasell on a regular basis to meet with interested students.

Adelphi University
American College of Switzerland
American International College
American University
Baldwin Wallace College
Bard College
Beaver College
Bentley College
Boston College
Boston University
Bradley University
Capital College
Case Western Reserve
Cedar Crest College
Clark University
Colby College
Colorado, University of
Columbia University
Connecticut, University of
Cornell University
Curry College
Denison University
Denver, University of
Drake University
Drexel Institute of Technology
Duke University
Dunbarton College
Elmira College
Emerson College
Fashion Institute
Finch College
Florida Presbyterian
Florida Southern College
George Peabody College
George Washington University
Georgia, University of
Hartford, University of
Hawaii, University of
Hillsdale College
Hofstra University
Houston, University of
Illinois, University of
Iowa, University of
Jackson College
Keene State College
Lesley College
London, University of
Long Island University
Maine, University of
Marietta College
Maryland, University of
Massachusetts College of Art
Massachusetts State Colleges

Massachusetts, University of
Miami, University of
Miami University (Ohio)
Michigan State
Michigan, University of
Middlebury College
Mills College of Education
Missouri, University of
Nasson College
National College of Education
New England School of Art
New Hampshire, University of
New York, State University of
New York University
North Carolina, University of
Northeastern University
Northwestern University
Oglethorpe College
Ohio State
Paris, University of
Parsons School of Design
Pear School of Art
Penn State University
C. W. Post College
Pratt Institute
Queens College
Rhode Island, University of
Rochester, University of
Russell Sage College
Simmons College
Skidmore College
Slade School of Art (London)
Springfield College
Stetson University
Suffolk University
Syracuse University
Temple Buell College
Tobe Coburn School
Traphagen School of Design
Tufts University
Utica College
Vermont, University of
Vesper George School of Art
Virginia, University of
Washington University
Wayne State University
Wells College
Wellesley College
West Virginia University
Wheaton College
Wheelock College
Whittier College
Wisconsin, University of

College Life

Student Activities

College Government

Since students generally wish to assume collectively a share in the responsibility for their lives in college, and since educators are agreed that such responsibility enhances the development and growth of the individual student, the President and faculty of Lasell have given authority to the Lasell Junior College Government Association to exercise the various powers that have been committed to it for the maintenance of high standards in the community life of the campus.

Student Organizations

In addition to the College Government Association, there are a number of other organizations on the campus that play an active role in furthering students' special interests and in offering opportunities for effective group experience.

These organizations include: the Athletic Association, the International Club, Chorus, the Outing Club, the Retailing Club, the Lasell Student Nurses Association, the Medical Assistants Organization, the Medical Laboratory Technicians Association, and the Child Study Club.

Each year the students and staff of the College join together to plan a series of programs designed to educate the women of Lasell to issues pertinent to them as women. They offer the opportunity to explore one's feelings, beliefs and goals as women through lectures, workshops, films and small group discussions.

Publications

The LASELL LEAF is the College newspaper, written and edited entirely by students. Places on the LEAF staff are open to all students who can meet the academic and literary requirements, or whose background or experiences show some special aptitude for newspaper work.

The LAMP is the College yearbook, published by the senior class. Although it contains the traditional information and photographs of the graduating class, emphasis in the LAMP tends to be more on recording pictorially the history of a year at Lasell as an annual souvenir for the entire student body. Editorial and business operations of the publication are in the hands of the students under the supervision of an adviser.

The LASELL BULLETIN is published three times a year by the Office of External Affairs. This is sent to all alumnae and students.

The academic achievements and extracurricular distinctions of Lasell students are regularly and systematically reported to their hometown newspapers by the Office of External Affairs.

The STUDENT GUIDE is published annually providing information for services, rules and regulations for resident and commuter life.

Allowances

If a student is to have an allowance, it is suggested that it be deposited in a checking account in one of the local banks. It is felt that in those cases where the student is to handle her own funds, maturity of judgment is encouraged by familiarity with normal banking methods. The Comptroller is always available for individual financial counsel whenever necessary.

Students are urged not to bring valuable articles such as jewelry or expensive watches. The College cannot assume responsibility for any item of personal effects.

Automobiles

Resident students are allowed to have automobiles only under the terms described in the **Student Guide** and in "Rules Governing Student and Guest Vehicles on Campus." Day students are to use their automobiles for commuting purposes only and are to register them with the College and be assigned a parking area for use throughout the year. Automobiles are not to be used for traveling between classes.

Residence Requirements

All full-time students are required to live in residence unless, as a commuter, the student is married, living with a parent or legal guardian or is financially independent.

Lasell Junior College uses the federal government approved definition in determining "financial independence."

Health and Counseling Services

The Health and Counseling Center is for the use of both resident and day students. The health fee entitles a student to the use of the first aid rooms and to consultation with the professional medical personnel who staff the Center when these personnel are on campus. Also available are referrals to medical and dental specialists, whose services may be desired in particular cases. These doctors, however, are not covered by the health fee, nor are charges for laboratory tests and X-rays. The student or parent will receive bills for laboratory charges, consulting physician and dentist fees, and prescription drugs.

A complete medical history and physical examination report is required by the time of registration. Regarding immunizations, a physician should be consulted to verify individual student needs. A recent Tuberculin test (patch test not accepted) and/or chest X-ray must be done. Students entering the Nursing Program or the Medical Assistant Program have additional health requirements as indicated on the health form sent to each student by the Admissions Office. Each medical assistant student must have a serology examination.

The Counseling Service is available as part of the health fee, for growth-producing experiences as well as for limited help in special times of need. Referrals to the staff counselors may be made by students, faculty, or staff; and students are always welcome to seek individual counseling or to participate in group sessions dealing with pertinent issues of social development.

Fees and Financial Aid

General Policy

Lasell Junior College, like other educational institutions, has been subject to significant inflationary pressures for almost a decade. The College has made every effort to meet this difficult situation through increased efficiency in operations, but regretfully, from time to time, it has been obligated to increase tuition and fees. Any such increases are being limited to minimal, essential amounts. The College reserves the right to make changes in fees as circumstances warrant.

Inasmuch as the College must commit its resources to its program and services for the entire year, it is essential that the annual income from fees be assured. For this reason, it is understood that students are enrolled for the entire college year, or such portion as may remain after the date of entrance. The fact that the college fees are paid in two or more installments does not constitute a fractional contract. The parent or guardian agrees that in the event of suspension, dismissal, absence, illness, or withdrawal for any reason whatsoever, no part of the tuition, room and board, or other fees will be refunded except as noted below under the paragraph entitled REFUND POLICY. This includes withdrawal because of interruption of classes due to strikes or civil disorders beyond the control of the College. Any unpaid balance of all such charges shall become immediately due and payable.

College transfer information (transcripts) will not be processed for delinquent accounts. The College also reserves the right to withhold diplomas of students who have outstanding obligations at the time of graduation.

Fees For Academic Year September 1982 To May 1983

BASIC FEES	Resident	Day
Tuition	\$4695	\$4695
Room & Board	2873	—
General Fee	85	85
Health Center Fee	120	80
Student Activities Fee	55	55
	<u>\$7828</u>	<u>\$4915</u>
.....		
ADDITIONAL FEES		
Nursing Major Fee	\$ 85	\$ 85
Health Major Fee	30	30
(Physical Therapist Assistant, Medical Lab Technician, Medical Assistant)		
Extra Credits (over 15 hrs.)	120/CrHr	120/CrHr
Ceramics Lab	45/Sem	45/Sem
Jewelry Lab	55/Sem	55/Sem
Photography Lab	60/Sem	60/Sem
Art for Childhood Education	30/Sem	30/Sem
Art for Recreation	30/Sem	30/Sem
Printmaking I & II	50/Sem	50/Sem
Weaving Off The Loom	50/Sem	50/Sem
Auto Parking Fee	65/Yr	25/Yr
Non-Resident Room & Board	—	75/Wk
10-Payment Plan	40/Yr	40/Yr
Late Registration Fee	10	10

SUMMER HEALTH MAJOR PROGRAMS, 1982 (Payments Due Before June 1)

Nursing

Tuition	\$750.00
Room	297.00
Total	\$1047.00

Medical Laboratory Technician

Tuition	\$504.00
Room	297.00
Total	\$801.00

Physical Therapist Assistant

Tuition	\$336.00
Room	157.00
Total	\$493.00

Special Fees

Part-Time Student Tuition \$135/CrHr

Uniforms for nurses (approximate cost for two years) 60

If two sisters attend Lasell concurrently, Tuition, Room and Board costs will be reduced by ten percent for one sister.

Special arrangements may be made for private tutoring or private lessons in piano, organ, or voice.

Non-Resident students desiring to become resident students for less than an entire semester (depending upon available space) will be charged \$75.00 for room and board per week. (This does not apply to Retailing students during field work periods. No deduction is made for absence from meals while a student is in residence, or for Retailing students during their field work period.)

Non-Resident Luncheon Program — Details may be obtained at the time of registration.

Textbooks, stationery, and other supplies, including drawing papers, paint and other art requirements, may be purchased at the College Bookstore.

Details regarding automobile fees may be obtained from the STUDENT GUIDE and "Rules Governing Student and Guest Vehicles on Campus."

Explanation of Fees

- The General Fee concentrates in one fee a number of minor cost items — for example, identification cards, field trip transportation, graduation etc. For students in the Nursing Program there is an additional Nursing Major Fee of \$85 which covers transportation to and from hospital assignments, extra science laboratory usage, and liability insurance.
- The Health Center Fee entitles the student to the use of the College dispensary and consultation with the professional medical personnel who staff the Center. The Health Fee does not cover the costs of prescriptions, laboratory tests, etc., that may be specified by the college physician.
- For students in the Physical Therapist Assistant, Medical Laboratory Technician and Medical Assistant Programs, there is an additional health major fee of \$30 which covers liability insurance and extra science laboratory usage.
- The Student Activities Fee covers class dues, concerts, special student social functions, lectures, and student publications.

Accident and Sickness Insurance (Optional)

Because many of the private or group medical and hospitalization plans held by parents terminate coverage of dependents at eighteen or nineteen years of age, the College urges parents to review the coverage they have for their daughter. For those who may need such coverage, the Business Office provides information on various plans.

Refund Policy

If written notification that a student has withdrawn is received by the Academic Dean prior to the first day of classes, the amount paid for tuition (less the tuition deposit required) will be refunded.

Refunds are made for:

1. Involuntary Withdrawal:

After first day of classes, 100% of the UNEARNED YEARLY FEES (pro-rated) when withdrawal is at written direction of the College Medical Director.

2. Voluntary Withdrawal or Dismissal:

A. After first day of classes, 80% of the UNEARNED YEARLY FEES (pro-rated) when withdrawal or dismissal occurs during the first 28 consecutive calendar days of the academic year.

B. After the 28th consecutive calendar day of attendance, 60% of the UNEARNED YEARLY FEES (pro-rated).

Schedule of Payments

The schedule of payments is included in the enrollment contract each year. For those who prefer to pay in monthly installments, a 10-payment plan is available. A plan by which individuals may extend payments for even longer periods of time is available through Tuition Plan, Inc. For details: contact the Business Office.

Financial Aid

Policy

Lasell's policy regarding financial assistance is to aid as many as possible of those in need. Financial Aid awards are based on need, and are determined by the Financial Aid Director. Decisions are arrived at through information received from the College Scholarship Service's Financial Aid Form (FAF), Lasell's Financial Aid Application and any other pertinent information available including a copy of the 1040.

Renewal awards are not made automatically. Each student must file a new Lasell application and a new FAF as soon after January 1, 1983 as possible. Both of these forms may be obtained in Lasell's Financial Aid Office, Irwin Hall.

Procedures for Making Application For Financial Aid

1. Request a Lasell Financial Aid Application from the Financial Aid Office.
2. Obtain a Financial Aid Form (FAF) from your own school (if an entering student) or from the Financial Aid Office at Lasell (if enrolled student). Complete and mail the statement to the College Scholarship Service. (To be eligible for the Mass. State Scholarship the FAF must be mailed by February 1, 1983.) A new application must be filed each year.
3. Have a copy of your family's most recent income tax statement (IRS-1040) sent to Lasell's Financial Aid Office to complete your file.
4. Independent, self-supporting students must submit their own IRS-1040 form.

Any financial changes arising throughout the year should be reported to and discussed with the Director of Financial Aid.

Sources of Financial Aid

Lasell Scholarships — The income derived from funds donated by friends of Lasell is the basis of these awards. A list follows at the end of this section. These are awarded to financial aid applicants based on need.

Lasell Alumnae Scholarships

Financial assistance offered by Lasell Alumnae, Inc. is reserved largely for students who have completed one year of work at Lasell.

Supplemental Educational Opportunity Grants (SEOG)

These grants from the Federal Government are available to students who demonstrate need. The awards are administered by Lasell's Financial Aid Office.

National Direct Student Loan Program (NDSL)

These Federal Government loans are available to students on the basis of need, and are administered by the Financial Aid Office.

Campus Work Study

Students who receive work study are assured a part time job on campus for the academic year. The placements are made by the Financial Aid Office.

Nursing Scholarship Program

These scholarships are Federal funds available to nursing students who demonstrate financial need.

Nursing Loan Program

Federal loan funds are available to nursing students in need of assistance, and are administered by the Financial Aid Office.

PELL Grant Program (formerly called BEOG)

The Federal Government administers these grants directly to students on the basis of need. Applications may be obtained in high school guidance offices, public libraries and Lasell's Financial Aid Office. The Financial Aid Form (FAF) may be used as the PELL Grant Application. All financial aid recipients must apply for the PELL Grant.

State Scholarships

These scholarships are given out by a state to students in need of funds. The type and amount of these scholarships vary from state to state. Contact your local (home) State Higher Education Office for information.

Guaranteed Student Loan Program

These loans are available to most students directly through local banks and lending institutions at prime interest rates. Interested students should contact the Student Loan Officer at their local banks for information regarding application procedures.

Any student applying for financial aid at Lasell is considered for any of these programs, and is usually awarded an aid package consisting of two or more of them. It is the responsibility of the student herself to apply to the three programs which are administered outside of Lasell (i.e. PELL, State Scholarship, Guaranteed Student Loan Program). The Financial Aid Office stands ready to help any student obtain and submit these applications properly.

Lasell Scholarships

THE HENRY MORTON DUNHAM FUND

Given by the will of Mr. Henry M. Dunham, organist, conductor, and composer, who, as instructor and later chairman, was associated with the Department of Music from 1897 to 1928. Income to be used for a student in organ.

THE RUSSELL B. STEARNS SCHOLARSHIP FUND

THE JEREMIAH CLARK SCHOLARSHIP FUND

THE BIRD SCHOLARSHIP FUND

Given by the will of Miss Charlotte A.K. Bancroft of the Class of 1857.

THE ANGELINE C. BLAISDELL SCHOLARSHIP FUND

Given in memory of their daughter, Hannah Proctor Bonner of the Class of 1910, by Mr. and Mrs. William L. Proctor of Millbury, Massachusetts.

THE PATRICIA COLE SCHOLARSHIP FUND

Given in memory of Patricia Cole, Lasell Junior College Faculty Member.

THE GRACE VICARY POTTORF SCHOLARSHIP FUND

Given in memory of her daughter, Grace Vicary Pottorf of the Class of 1907, by Mrs. Charles N. Vicary of Canton, Ohio.

THE LILLIE ROSE POTTER MEMORIAL FUND

Given in memory of Lillie Rose Potter, Class of 1880, by alumnae and friends. Miss Potter served as Preceptress and Dean at Lasell from 1902 to 1935 and was Dean Emeritus from 1935 to 1952.

THE PRISCILLA ALDEN WOLFE SCHOLARSHIP FUND

Given by alumnae and friends in memory of Priscilla Alden Wolfe, '19. Mrs. Wolfe, elected to the Board of Trustees in 1948, was Chairman at the time of her death in 1961.

THE MARGARET STEVENSON McCREERY SCHOLARSHIP FUND

Given by her classmates in memory of Margaret Stevenson McCreery, '60.

THE FLORENCE ADAMS SCHOLARSHIP FUND

Established in 1967 as the gift of Mrs. Walter H. Godsoe (Lydia A. Adams, '18) in memory of her mother. Preference is to be given to students from the State of Maine.

THE MABEL TOWER EAGER MEMORIAL SCHOLARSHIP FUND

Given by the family of Miss Mabel Tower Eager, Class of 1888. Miss Eager was a trustee of the College in the period 1933-1958. Nine acres of the present Lasell campus was her gift by bequest.

CHARLES E. BARRY SCHOLARSHIP

An annual scholarship in the amount of \$500 in memory of Dr. Barry, a former Chairman of the Retailing Department.

THE HELEN CARTER JOHNSON SCHOLARSHIP FUND

Initiated in 1967 by Mrs. Ralph G. Johnson (Helen Carter, '07).

THE HELANE JONES PRESSEL SCHOLARSHIP FUND

Established in 1968 by the bequest of Mrs. Kenneth L. Pressel (Helane Jones, '32).

**THE WILLIAM E. SCHRAFFT AND BERTHA E. SCHRAFFT
MEMORIAL SCHOLARSHIP FUND**

Established by grants of \$5000 in 1968 and again in 1969, from the philanthropic trust bearing the name of Mr. and Mrs. Schrafft. Preference is to be given to students in nursing or in training for one of the health professions.

THE MARY GOODWIN OLMSTED SCHOLARSHIP FUND

Established in 1968 by Mrs. Henry C. Olmsted (Mary E. Goodwin, '03).

HANNAH PROCTOR BONNER SCHOLARSHIP FUND

Given in memory of their daughter, Hannah Proctor of the class of 1910, by Mr. and Mrs. William L. Proctor of Hillbury, Massachusetts.

EVA ROBERTSON SCHOLARSHIP FUND

MAX M. AND MARIAN M. FARASH SCHOLARSHIP FUND

Established in 1973 by Mr. and Mrs. Farash of Rochester, New York.

NELLIE J. FEAGLES SCHOLARSHIP FUND

Established in 1970 by Walter R. Kattelle in memory of his wife Nellie J. Kattelle (Nellie J. Feagles '97). Preference is to be given to students in Home Economics or Language study.

MORGAN WILLIAMS SCHOLARSHIP FUND

Established in 1973 by Mr. and Mrs. Douglas R.G. Williams (Sylvia T. Morgan '30). Given annually on the basis of character and citizenship.

THE EVELYN LADD RUBLEE SCHOLARSHIP FUND

Given by her family in memory of Evelyn Ladd Rublee '28.

GREATER BOSTON LASELL CLUB SCHOLARSHIP

Given annually by the club to an outstanding student who has completed one year of work at Lasell.

ELEANOR T. EDWARDS SCHOLARSHIP

An annual scholarship in the amount of \$500 in memory of Eleanor T. Edwards. Mrs. Edwards, the mother of an alumna (Gail Edwards Procock '67) and wife of Alfred C. Edwards, Vice President of the Board of Trustees, provided unusual understanding and support to Lasell that resulted in significantly positive and forward strides for the College. The recipient should demonstrate qualities of love, loyalty and understanding to reflect her outstanding human qualities.

EILEEN RUTH MOSES SCHOLARSHIP

An annual scholarship established by the Student Nursing Association with the intent that the income of the monies should provide a scholarship for a deserving nursing student. Eileen R. Moses was a member of the Class of 1978.

RICHARD A. WINSLOW SCHOLARSHIP

An annual scholarship in the amount of \$500 in memory of Richard A. Winslow, a devoted and long time Trustee of Lasell Junior College (1948-1978). The recipient should demonstrate the qualities of love of learning, great personal strength of character, and devotion to duty as emulated by Richard A. Winslow.

EMMA GILBERT CARVER SCHOLARSHIP

Given by the family of Emma Gilbert Carver, Class of '45.

ALICE MAY MEMORIAL FUND

Given in memory of the late Alice May who served as bursar of the college for fourteen years.

Programs of Study

General Information

Course Numbers

The numbering system used to identify the course offerings described hereafter is based on a division of all courses into "100 level" or primarily freshman courses, and "200 level" or senior courses. This division is intended to serve as a general guide only, and in making up her program the student should be aware that there are a number of courses in which the enrollment is almost equally divided between freshmen and seniors, and that in cases of special interest, special aptitude, or even of mere conflict in scheduled hours, exceptions can frequently be arranged after consultation with the student's academic adviser and the instructor of the course in question.

In general, odd-numbered courses are offered in the first semester only; even-numbered courses, the second semester. An odd number followed by the letter s indicates a one-semester course offered both semesters. Courses identified by two numbers separated by a hyphen are year courses. Students may select the first semester only of such courses unless a program requires a full year. Normally, students must take the first semester of such courses before taking the second. Exceptions to this can be made with the consent of the instructor based on individual student backgrounds.

Those courses marked with an asterisk(*) are considered Liberal Arts courses.

Seminars

A "300" course is designed to satisfy the needs of qualified students prepared to work on a specialized subject in a seminar encouraging independent academic effort. Each year, different one-semester courses that match faculty ability to student interest may be offered. Enrollment is limited and requires the consent of the instructor. Priority will be given to qualified students.

Independent Study

Students who wish to apply for Directed or Independent Study ("400" courses) should consult with the appropriate department chairmen before April 1 and December 1 of each academic year.

College Policy

The College reserves the right not to offer a course for which fewer than eight students enroll.

Numerals in parentheses to the right of the course title in the Course Descriptions Section give the total credit in semester hours carried by the course. In general, a semester hour of credit represents one hour a week of lecture or two hours of laboratory or studio work. All courses may not be offered any one semester or even in any one year.

Accounting

The **Accounting Program** provides students with a strong background in specialized accounting skills and exposure to the world of business in general. Students learn the various components of business organizations and the role of accounting within them. The emphasis is on practical accounting work such as the maintenance of accounting books and financial records for a variety of types of business concerns, the preparation of federal tax returns for individuals and corporations, and the analyzing and interpreting of financial statements.

Graduates of this Program are eligible to join one of the fastest growing professions in the country with especially good opportunities for young women. Employment immediately after graduation can include working as a semi-professional directly assisting a Certified Public Accountant, or as a junior accountant trainee, cost accounting trainee, or assistant office manager. Places of potential employment include business corporations, industrial firms, government agencies, banks, insurance offices, and retail organizations.

Students interested in transferring to a four year college in pursuit of a bachelors degree in accounting with the possibility of becoming a Certified Public Accountant can use the two years in this Program as a most appropriate base for this later study. Advancement within the field of accounting can be most rapid dependent on a student's initiative, ability, and academic preparation.

Graduates from the **Accounting Program** receive the Associate in Science Degree.

Accounting

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Mathematics 105 (or)	Introductory Math I (or)	3	
Mathematics 107	Introduction to Statistics		
Business 107	Principles of Business Management I	3	
Accounting 223-224	Principles of Accounting I & II	3	3
Office Administration 121s	Business Math		3
Business 207	Marketing: Principles and Methods	3	
	Electives (Liberal Arts electives recommended)		6-8
	Physical Education†	(1)	(1)
		15	15-17
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Accounting 225-226	Intermediate Accounting I & II	3	3
Accounting 227	Cost Accounting	3	
Accounting 228	Federal Income Taxation		3
Economics 131s	Principles of Economics I	3	
Law 135s	Business Law I		3
Office Administration 239	Electronic Data Processing	3	
	Elective (Business elective recommended)		3
	Liberal Arts Electives	3-4	3-4
		15-16	15-16

†Course required, but does not carry academic credit.

ART

The Art Department offers a flexible program comprised of studio work and Liberal Arts courses. After a common first year of courses for all art majors, students may choose from several second year options including: Fine Arts, Advertising Design, Interior Design, Fashion Design, or Ceramics, Jewelry or Photography. The student is encouraged to select those courses which best accommodate her individual interest.

In conjunction with the general requirements for graduation (see page 8), a student who wishes to complete the **Art Program** must accrue 30-36 credit hours in studio courses and 6 credit hours in Art History courses (which qualify as the Liberal Arts courses specified in the general requirements).

The Art Department welcomes all members of the college to participate in art courses. Most studio courses are open without prerequisite.

For incoming students, portfolios will be reviewed upon request, but it is not the sole criteria for acceptance to the Art Department.

At the end of each year, a final portfolio from the first and second year Art students, representing all their class work at Lasell, is required for review by the Art Faculty. This is to prepare the students for a professional presentation of their art work when they graduate.

In the Art Department, a total of 62 credits is required for graduation which includes 2 credits in Portfolio I and II.

Graduates receive the Associate in Arts Degree.

ART (All Students)

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Art 103-104	Encounter with Art I & II	3	3
Art 105-106	Design and Color I & II	3	3
Art 113-114	Fundamentals of Drawing I & II	3	3
Art 126	Portfolio I		1
	Electives	3	3
	Physical Education†	(1)	(1)
		15	16

†Course required, but does not carry academic credit.

Fine Arts

SECOND YEAR OPTION		CREDIT HOURS	
		1st sem.	2nd sem.
Art 207	Advanced Design		
Art 107	Watercolor I	3	
(or)	(or)		
Art 203	Painting I	3	
Art 205	Figure Drawing I		
(or)	(or)		
Art 206	Figure Drawing II		3
Art 211	Ceramics I		
(and/or)	(and/or)		
Art 209	Jewelry I		
(and/or)	(and/or)		
Art 219s	Photography I	3	3
Art 226	Portfolio II	1	
	Electives	3	6
	Liberal Arts Electives	3	3
		16	15

Advertising Design

SECOND YEAR OPTION

		CREDIT HOURS	
		1st sem.	2nd sem.
Art 217-218	Advertising Design I & II	3	3
Art 207	Advanced Design	3	
Art 215	Printmaking I	3	
Art 219s	Photography I		3
Art 107	Watercolor I		
(or)	(or)		
Art 203	Painting I	3	
Art 205	Figure Drawing I		
(or)	(or)		
Art 206	Figure Drawing II		3
Art 226	Portfolio II	1	
	Elective		3
	Liberal Arts Electives	3	3
		16	15

Ceramics, Jewelry or Photography

SECOND YEAR OPTION

		CREDIT HOURS	
		1st sem.	2nd sem.
Art 207	Advanced Design	3	
Art 107	Watercolor I		
(or)	(or)		
Art 203	Painting I	3	
Art 205	Figure Drawing I		
(or)	(or)		
Art 206	Figure Drawing II		3
Art 226	Portfolio II	1	
Art 211-212	Ceramics I & II		
(or)	(or)		
Art 209-210	Jewelry I & II		
(or)	(or)		
Art 219-220	Photography I & II	3	3
	Art Elective		3
	Electives	3	3
	Liberal Arts Electives	3	3
		16	15

Interior Design

SECOND YEAR OPTION

		CREDIT HOURS	
		1st sem.	2nd sem.
Art 201-202	Interior Design I & II	3	3
Art 207	Advanced Design	3	
Art 107	Watercolor I		
(or)	(or)		
Art 203	Painting I	3	
Art 219s	Photography I		3
Art 214	Weaving Off The Loom		3
Art 211	Ceramics I	3	
Art 226	Portfolio II	1	
	Elective		3
	Liberal Arts Electives	3	3
		16	15

Fashion Design

SECOND YEAR OPTION

CREDIT HOURS

		1st sem.	2nd sem.
Art 227-228	Fashion Design Studio I & II	3	3
Art 209-210	Jewelry I & II	3	3
Art 217-218	Advertising Design I & II	3	3
Art 226	Portfolio II	1	
Art 205 (or)	Figure Drawing I		
Art 206	(or) Figure Drawing II		3
	Elective (Retailing course recommended)	3	
	Liberal Arts Electives	3	3
		16	15

Business Management

The Business Management Program has been designed to meet the increasing need for women in the field of Business Management. Statistics dealing with employment projections indicate that this will be an area of significant growth in the 1980's.

This Program is designed to permit its graduates to either transfer to a four-year institution majoring in Management or Business Administration or to enter the job market in entry level management positions.

Graduates receive the Associate in Science Degree.

Business Management

FIRST YEAR

CREDIT HOURS

		1st sem.	2nd sem.
English 101-102	Writing	3	3
Accounting 223-224	Principles of Accounting I & II	3	3
Business 107-108	Principles of Business Management I & II	3	3
Law 135-136	Business Law I and II	3	3
Mathematics 105	Introductory Mathematics I	3	
	Elective		3
	Physical Education†	(1)	(1)
		15	15

SECOND YEAR

CREDIT HOURS

		1st sem.	2nd sem.
Economics 131-132	Principles of Economics I & II	3	3
Business 215	Personnel Management	3	
Business 209-210	Advertising and Sales Promotion I & II	3	3
Business 216	Employee Relations		3
Business 207	Marketing: Principles and Methods	3	
	Liberal Arts Electives	3	6
		15	15

†Course required, but does not carry academic credit.

Computer Science

The Computer Science Program offers students two years of preparation in the use of computers for business and industry. Students gain hands-on experience in using computers as well as learning a variety of computer languages necessary in programming. Emphasis in the curriculum is on computer use, computer familiarity, programming, and problem solving.

Students will be prepared for entry level computer positions such as junior programmer. Because of the rapid growth of computer usage in business and industry, employment opportunities are most attractive. Many companies are particularly eager to recruit women to their computer staffs. For those students wishing to pursue a bachelors degree in computer programming or business administration, this Program provides an excellent two-year preparation.

Students gain computer training using Lasell's on-campus Data General Eclipse Computer. Students are encouraged to utilize the computer facility as needed through classroom and open lab time.

Graduates receive the Associate in Science Degree.

Computer Science

FIRST YEAR

		CREDIT	HOURS
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Computer Science 101	Computer Science I	3	
Computer Science 102	Computer Science II		3
Business 107-108	Principles of Business Management I & II	3	3
Accounting 223-224	Principles of Accounting I & II	3	3
Mathematics 105-106	Introductory Mathematics I & II	3	3
	Physical Education†	(1)	(1)
		15	15

SECOND YEAR

		CREDIT	HOURS
		1st sem.	2nd sem.
Computer Science 103	Computer Science III	3	
Computer Science 104-105	Computer Science IV & V	3	3
Computer Science 106	Computer Science VI		3
Computer Science 108	Computer Science VII		3
Economics 131-132	Principles of Economics I & II	3	3
	Liberal Arts Electives	3	3
	Elective	3	
		15	15

† Course required, but does not carry academic credit.

Early Childhood Education

The **Early Childhood Education Program** offers a flexible course of study for women who are interested in caring for young children in both home and school settings. Students may elect one of two programs offered.

The Early Childhood Transfer degree is designed to fill the special needs of students who are interested in becoming thoroughly trained kindergarten or elementary school teachers. Basic courses which provide both theoretical and practical knowledge of the field of child growth and development are offered. These students should plan to pursue a baccalaureate degree upon graduation from Lasell. Early Childhood Education transfer majors are strongly urged to have their Lasell programs approved by both their academic advisers and by the college to which they plan to transfer because degree requirements vary from college to college.

The Early Childhood Non-Transfer degree is designed to provide practical understandings and skills necessary for living and working with young children either in the home or school setting. Graduates of this program will be qualified to teach in nursery school or day care programs.

Students in both transfer and non-transfer programs have the opportunity to both watch and participate at the Lasell Child Study Center. The center is a model nursery school under the direction of four master teachers who are trained in the field of Early Childhood Education. The center offers children learning experiences with a wide range of recreational equipment and educational materials currently in use in the best American nursery schools. The center provides Early Childhood Education students the opportunity to observe both individual and group behavior of children in an educational setting. It also provides supervised opportunities for the student to actively work with young children as practicing teachers.

Graduates of either of the **Early Childhood Education Programs** thus acquire both theoretical knowledge and practical experience in the field of Early Childhood Education.

Graduates from the transfer program receive the Associate in Arts Degree; graduates from the non-transfer program receive the Associate in Science Degree.

Early Childhood Education

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Early Ch. Ed. 101-102	Child Development I & II	3	3
English 101-102	Writing	3	3
Psychology 201s	Introductory Psychology	3	
Physics 101-102	Physical Science I & II		
(or)	(or)	3	3
Mathematics 101-102	Elements of Mathematics I & II		
	Electives	3	6
	Physical Education†	(1)	(1)
		15	15

SECOND YEAR (Non-Transfer Students)		CREDIT HOURS	
		1st sem.	2nd sem.
Early Ch. Ed. 201-202	Orientation in Early Ch. Ed. I & II	4	4
Music 106s	Music for Childhood Education		3
Art 223s	Art for Childhood Education	3	
Early Ch. Ed. 207s	Children's Literature		3
History 101-102	History of Western Civilization I & II	4	4
(or)	(or)		(or)
History 123-124*	History of American Civilization I & II	3	3
Psychology 204s	Child Psychology		3
	Electives	6	
		16-17	16-17

SECOND YEAR (Transfer Students)		CREDIT HOURS	
		1st sem.	2nd sem.
Early Ch. Ed. 201-202	Orientation in Early Ch. Ed. I & II (or)		
	Liberal Arts Electives		
Biology 101-102	Principles of Biology I & II	3-4	3-4
History 101-102 (or)	History of Western Civilization I & II (or)	4	4
History 123-124*	History of American Civilization I & II		(or)
Liberal Arts Electives	Literature, History or Economics	3	3
	Liberal Arts Electives	3	3
		16-18	16-18

*Though not generally advisable, students may take one semester of Western Civilization and one semester of American Civilization.

†Course required, but does not carry academic credit. A student must complete 2 units of first aid and dance therapy.

Human Services: Human Services (General Option) Mental Retardation (Specialist Option) Recreation Leadership (Specialist Option)

This Program consists of three options for students: one in the field of human services generally, one in the human services specialty of Mental Retardation, and one in the human services specialty of Recreation Leadership. Students interested in any one of the options take a common set of required courses during their first semester before branching off into one of the three options.

The **Human Services General Option** responds to the directions that the field of human services is now taking. Those directions include:
community-based residential treatment centers
community "multi-service centers"
out-patient day care facilities
school programs that integrate "normal" and "problem" children
out-patient medical treatment

Students in this Program will supplement appropriate course work with assignments to various agencies for field experience. Consequently, a graduate of the Program will be qualified to enter the work world as a paraprofessional assisting in the care of patients, students, or clients. In addition, a graduate of this Program may transfer to a four-year program in fields such as social work, rehabilitation counseling, human services, or liberal arts.

Students who are interested in transferring to a program in liberal arts are encouraged to select for their electives courses that are part of a traditional liberal arts education, e.g., philosophy, history, science, math, etc.

The **Mental Retardation Specialist Option**, as an adjunct to the Human Services Program, offers specialization in working with the mentally retarded. Since the Mental Health Act of 1963 treatment for the mentally retarded has received much attention. Helping people with varying degrees of mental retardation to function at the best of their abilities and to approximate "normal" lives with integrity has been and is being achieved through sheltered workshops, community residences, out-patient clinics, and the like. Opportunities abound for qualified, interested paraprofessionals to be a part of this growing field.

Students in this Program participate in the general Human Services Program, study mental retardation and learn specific treatment modalities, and actually work in mental retardation agencies during three of their four semesters at Lasell. A graduate of the Program will be qualified to enter the field as a paraprofessional assisting in the treatment and education of the mentally retarded, or she may transfer to a four-year program in rehabilitation counseling or social work.

The **Recreation Leadership Specialist Option** offers specialization to students interested in working in the human services area of recreation. Students receive training appropriate for future employment in such settings as local community recreation programs, nursing homes, and day-care centers. Forecasts indicate that growing opportunities will exist for para-professional workers in recreation particularly in therapeutic aspects of recreation. This option also provides appropriate background for students wishing to transfer to a four-year program in recreation.

Students in this option participate in the general Human Services Program, study recreation, and are provided three semesters of field experience in settings dependent on their particular recreation interest.

Graduates receive the Associate in Arts Degree.

Human Services

	FIRST YEAR (All Students)	CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Psychology 201	Introductory Psychology	3	
Psychology 213	Introduction to Human Services	3	
Psychology 223	Community Resources	3	
Psychology 210	Abnormal Psychology		3
Psychology 214	Supervised Field Placement and Seminar I†		6
Sociology 111	Introductory Sociology (General Option)		
(or)	(or)		
Psychology 24	Nature and Needs of the Mentally Retarded (Mental Retardation Option)		3
(or)	(or)		
Recreation 101	Introduction to Recreation I (Recreation Leadership Option)		
	Elective (optional second semester)	3	3
	Physical Education†	(1)	(1)
		15	15-18

Human Services (General Option)

	SECOND YEAR OPTION	CREDIT HOURS	
		1st sem.	2nd sem.
Psychology 215-216	Supervised Field Placement Seminar II & III‡	6	6
Psychology 218s	Dynamics of Small Groups	3	
Psychology 222	Small Group Facilitation Techniques and Theory		3
Psychology 202s	Psychology of Personality		
(or)	(or)		
Psychology 204s	Child Psychology	3	
Sociology 112s	Social Problems		
(or)	(or)		
Sociology 214s	Sociology of the Family		3
	Electives	3	3
		15	15

Mental Retardation (Specialist Option)

SECOND YEAR OPTION		CREDIT	HOURS
		1st sem.	2nd sem.
Psychology 215-216	Supervised Field Placement and Seminar II & III‡	6	6
Psychology 218s	Dynamics of Small Groups	3	
Psychology 202s (or)	Psychology of Personality (or)		3
Psychology 204s	Child Psychology		
Sociology 111s	Introductory Sociology	3	
Psychology 227	Principles and Applications of Behavior Modification	3	
Psychology 222	Small Group Facilitation Techniques and Theory		3
	Electives		3-4
		15	15-16

Recreation Leadership (Specialist Option)

SECOND YEAR OPTION		CREDIT	HOURS
		1st sem.	2nd sem.
Psychology 215-216	Supervised Field Placement and Seminar II & III‡	6	6
Recreation 102	Introduction to Recreation II	3	
Psychology 218	Dynamics of Small Groups	3	
Psychology 222	Small Groups Facilitation Techniques and Theory		3
Recreation 103-104	Recreation Skills I & II	2	2
Biology 103	Human Biology	3	
Art 225	Art in Recreation		3
Early Ch. Ed. 104	Child Growth & Development*		1
Sociology 111	Introductory Sociology		3
		17	17-18

† Course required, but does not carry academic credit.

‡ Course includes eight hours, minimum, weekly in field placement; supervision by staff member at facility and by program faculty person, and weekly two-hour seminar attended by all trainees, field placement supervisor, all faculty in program, and rotating visits from field facility staff. Two of these three semesters of Supervised Field Placement and Seminar shall be in the same site facility.

*For students planning on working with children in the Recreation Field.

Liberal Arts

Lasell offers a **Liberal Arts major** leading to the Associate in Arts Degree. This major is designed to serve two types of students: the student who wants a full four-year liberal arts education and who plans to transfer to a senior college after graduation from Lasell, and the student who shares the belief in the importance of the liberal arts in the culture of the individual but who cannot, for any of a variety of reasons, devote four years to their study.

The **Liberal Arts Program** offers students the opportunity to take courses in English, science, mathematics, the humanities, foreign language, and the social and behavioral sciences. Specific Program requirements are complemented by opportunities for elective courses within the liberal arts.

The choice of specific courses by a student should be made upon close consultation with the student's faculty advisor. One consideration for the student contemplating transfer to a senior college should be the transferability of course choices to the colleges being planned as transfer possibilities.

To assist the student in course selection the following definitions for the Program will pertain:

the humanities: liberal arts offerings in art, foreign language, literature, music, philosophy, religion, and speech.

the social and behavioral sciences: liberal arts offerings in: anthropology, economics, history, political science, psychology, and sociology.

Liberal Arts

	FIRST YEAR	CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
	Science/Mathematics*	3-4	3-4
	Humanities	3-4	3-4
	Social/Behavioral Science	3	3
	Foreign Language	3-4	3-4
	Physical Education†	(1)	(1)
		15-18	15-18
	SECOND YEAR	CREDIT HOURS	
		1st sem.	2nd sem.
	Literature	3	3
	Social/Behavioral Science	3	3
	Science/Mathematics*	3-4	
	Liberal Arts Electives	6	9
		15-16	15

*A student must complete either two semesters of science and one of mathematics or two semesters of mathematics and one of science.

†Course required, but does not carry academic credit.

Medical Assistant

The **Medical Assistant Program** prepares students for future employment in a doctor's office, clinic or health maintenance organization (H.M.O.). Skills learned include medical skills in hematology and urinalysis, performing EKG's, taking vital signs and patient preparation for examination. Secretarial skills include typing, bookkeeping and transcription. The training includes two full days per week in a medical office or clinic during the senior year. Students must provide their own transportation to their externship.

Students are expected to received grades of C minus or better in each of their science and secretarial courses. Students' records are reviewed at the end of each semester to see which students may continue with the Program.

Successful completion of this Program qualifies a student to take the certifying exam.

The Medical Assistant Program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association.

Graduates receive the Associate in Science Degree.

Medical Assistant

	FIRST YEAR	CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
	Anatomy and Physiology I & II	4	4
Biology 105-106	Elementary Typewriting I & II	2-3	2-3
	(or)		
Office Administration 111-112	Intermediate Typewriting I & II		
	(or)		
Office Administration 113-114	Introduction to Health Sciences	2	
	Introductory Psychology	3	
Biology 109	Medical Terminology	1	
Psychology 201s	Principles of Nutrition		1
Office Administration 134	Human Reproduction		3
Biology 110	Elective (Biology 107 recommended)		3-4
Biology 104	Physical Education†	(1)	(1)
		15-16	16-18

SECOND YEAR

		CREDIT HOURS	
		1st sem.	2nd sem.
Office Administration 233	Medical Secretarial Practice	3	
Office Administration 226	Professional Bookkeeping		3
Med. Ass't. 204s	Medical Laboratory Techniques	4	
Med. Ass't. 209	Medical Assistant Techniques	3	
Office Administration 241	Medical Transcription I		1
Med. Ass't. 214	Medical Assistant Externship		5
Med. Ass't. 202	Biological Basis of Disease		3
Biology 201	Pharmacology	2	
	Electives (Office Administration 213-214 recommended)	3-6	3
		15-18	15

† Course required, but does not carry academic credit. Medical Assistants must take 2 units of First Aid. A CPR certificate is required. Students must carry malpractice insurance.

Medical Laboratory Technician

The medical laboratory offers limitless career opportunities. Here, pathologists, medical technologists, cytotechnologists, technicians and laboratory assistants work together to track down causes of diseases and to determine the presence, extent or absence of diseases. This work requires the operation of an array of precision scientific instruments and the performance of a number of laboratory tests.

The demands for laboratory service have increased tremendously. Positions are available in all parts of the country, in hospitals, clinics, physicians' offices, public health agencies, industrial, pharmaceutical and medical laboratories.

The **Medical Laboratory Technician Program** at Lasell includes laboratory work in clinical laboratories associated with Lasell. Here the student performs a variety of procedures, ranging from collecting blood specimens and staining slides for microorganisms to analyzing the chemical components of body fluids. It is necessary for one clinical laboratory experience to be completed during the first half of the summer after the first year at a facility close by to Lasell and arranged by Lasell. All students enrolled in the Program are expected to receive a C grade or better in each science course. All students are reviewed at the end of each semester to see who will be allowed to continue in the Program.

For the clinical rotations students are required to have either a uniform or a lab coat with a student identification badge. Transportation to and from clinical affiliations is the student's responsibility.

Upon completion of this Program the student will receive an Associate in Science Degree and will be eligible to take a Medical Laboratory Technician certifying examination.

The Medical Laboratory Technician Program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association.

Medical Laboratory Technician

		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Biology 105-106	Anatomy and Physiology I & II	4	4
Chemistry 101-102	College Chemistry I & II	4	4
M.L.T. 109-110	Clinical Laboratory Techniques I & II	4	2
M.L.T. 111	Clinical Laboratory Techniques III		1
M.L.T. 108	Clinical Microbiology Techniques		1
Biology 107s	Microbiology		4
Office Administration 134	Medical Terminology	1	
	Physical Education†	(1)	(1)
		16	19
SUMMER SESSION (8 weeks)			
M.L.T. 206	Clinical Laboratory Rotation	5	
A or B or C			

SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Math 107	Introduction to Statistics	3	
Math 202	Calculus		3
M.L.T. 206A (and/or)			
M.L.T. 206B (and/or)			
M.L.T. 206C	Clinical Laboratory Rotations	5	5
Chemistry 201	Clinical Chemistry Techniques	4	
M.L.T. 209-210	Clinical Laboratory Techniques IV & V	1	1
M.L.T. 211	Clinical Laboratory Techniques VI		1
	Electives (Exclusive of Math/Science)	3	6
		16	16

†Course required, but does not carry academic credit. A C.P.R. certificate is required.
 Medical Laboratory Technicians must take 2 units of First Aid.

Nursing

The Lasell **Nursing Program** provides two academic years and one summer of carefully integrated academic education and clinical experience leading to an Associate in Science Degree. The Program is fully approved by the Massachusetts Board of Registration in Nursing, and graduates are eligible to take the Registered Nurse State Board Test Pool examination in Massachusetts.

Laboratory sciences, Liberal Arts courses and Nursing subjects are combined with clinical experience at the Newton-Wellesley Hospital, Brigham and Women's Hospital, Children's Hospital Medical Center, Glover Memorial Hospital, Westwood Lodge, Lahey Clinic Medical Center and the Weston Manor. Patient care is closely correlated with the classroom instruction and supplemented by ward conferences to make the learning process effective and meaningful in major areas of nursing.

In accordance with the philosophy of the College, we believe that the Program in Nursing will assist the students to develop their potentials and interests so that they may be better prepared for successful, responsible and useful living. This Program emphasizes small group conferences and individual attention to assist the students to meet their learning needs. In this way, the students can best adapt and grow to realize their fullest potential.

We believe that the Lasell **Nursing Program** will provide the student with the advantages of a general education and enable her to acquire the knowledge, skills and attitudes which will assure competency for employment in a first-level nursing position.

We believe that the **Nursing Program**, centered in a collegiate environment, will prepare graduate nurses of sound quality and judgment, who will be competent in giving direct nursing care.

We believe that an associate degree **Nursing Program** should emphasize theoretical knowledge and basic nursing skills which will provide a foundation for further professional growth and continuing education, both formal and informal.

ENTRANCE REQUIREMENTS

A student applying for the Lasell **Nursing Program** should be able to submit an above-average college preparatory record of sixteen units, including four units of English, two units in mathematics, two units in science (one of which should be chemistry), and two units in social studies. Two years or more of a foreign language are strongly advised. A Nursing candidate must have ability and character ratings that indicate success in the nursing profession. The student must be in good health and have a sincere desire to dedicate his/her interests and energies to the finest traditions of the nursing profession.

All Nursing students are required to carry a minimum of 12 semester hours with the exception of the summer session.

Lasell Junior College does not discriminate on the basis of sex in the admission of individuals to its **Nursing Program**. All such individuals are due all rights and privileges under college rules and regulations.

Nursing

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Biology 105-106	Anatomy and Physiology I & II	4	4
Nursing 101*-102*	Nursing I & II	6½	6½
Psychology 201s	Introductory Psychology	3	
Psychology 204s	Child Psychology		3
Early Ch. Ed. 104	Child Growth and Development		1
	Physical Education†	(1)	(1)
		16½	17½
SUMMER SESSION (8 weeks)			
Nursing 103*	Nursing III	9	
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Nursing 201*	Nursing IV	7	
Nursing 203s*	Nursing V	3	
Biology 107s	Microbiology	4	
Sociology 111s	Introductory Sociology	3	
Nursing 202*	Nursing VI		7
Nursing 204	Nursing VII		2
Sociology 112s	Social Problems		
(or)	(or)		
Psychology 211s	Adolescent Psychology }		3
	Electives		6
		17	18

†Course required, but does not carry academic credit. Students must complete two units of First Aid.

*Clinical experience at affiliated hospitals. 4 clinical hours carry 1 semester hour of credit.

Office Administration

Lasell offers four distinct Office Administration programs for the young woman seeking employment in an office setting. These programs include: **Administrative Assistant, Executive Secretarial, Legal Secretarial, and Medical Secretarial.**

Each program provides students with a combination of professional courses and liberal arts. Graduates receive the Associate in Science Degree with the potential of responsible careers wherever well-trained and well-educated women are more and more in demand. Training in any one of these programs equips the individual to earn an increasingly attractive livelihood. Recently the need for graduates from such programs has been widely documented.

Administrative Assistant

This Program is designed for the career-minded young woman who desires to equip herself with business office skills for employment in a variety of offices where a knowledge of shorthand is not required.

Business executives seek intelligent young women whose educational backgrounds include an understanding of the problems and complexities of today's computer age, an ability to make wise decisions, and with employable skills in typewriting, machine operation, records management, and the preparation of communications.

The graduate of this two-year Program will be prepared to accept responsibility for the smooth functioning of her office environment and to free her employer from the countless details of daily routine. She can, after experience, be promoted to executive and managerial positions commensurate with her ability and ambition.

Emphasis is placed upon the ability to meet and get along with people. No longer is today's "Girl Friday" confined to a desk and a typewriter from nine to five, as she finds herself becoming more involved in the competition and excitement of expanding opportunities for women today in business and the professions.

Each student must complete a minimum of 18 Liberal Arts credits.

Graduates receive the Associate in Science Degree.

Administrative Assistant

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 111-112	Elementary Typewriting I & II	3-2	3-2
(or)	(or)		
Office Admin. 113-114	Intermediate Typewriting		3
Office Admin. 121s	Business Mathematics		
Office Admin. 115	Essentials of Transcription	1	
Law 135s	Business Law I	3	
	Electives	6-9	6-9
	Physical Education†	(1)	(1)
		<u>15-19</u>	<u>14-18</u>
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Office Admin. 211-212	Advanced Typewriting I & II	2	2
(or)	(or)		
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 237s	Business Workshop		1
Office Admin. 231-232	Secretarial Training I & II	2	2
Economics 131s	Principles of Economics I	3	
Accounting 223	Principles of Accounting I	3	
Accounting 224	Principles of Accounting II		3
	(Recommended*)		
Office Admin. 239	Electronic Data Processing	3	
	Elective	3	
	Liberal Arts Electives		
		<u>16</u>	<u>9</u>
		16	17

*Elective must be substituted if Accounting 224 is not taken.

†Course required, but does not carry academic credit.

Executive Secretarial

The **Executive Secretarial Program** is designed to produce secretaries equipped with business skills demanded by top employers and, at the same time, to offer the student through electives and extra-curricular experiences a diversified background for effective and enjoyable living.

The technical courses in the Program give thorough training in the salable skills of shorthand and typewriting, operation of business machines, records management, and the professional handling of financial records. The Secretarial graduate is also educated to appreciate the special problems of business and to understand and accept responsibility. Supplementary courses chosen from a wide field of Liberal Art studies assist the new secretary to enter upon her career in business not only with vocational competence but with more confidence, heightened intellectual awareness, and cultural appreciation.

Standards of proficiency in the fundamental secretarial skills are high, and the student is expected to develop her highest potential to exceed minimum requirements of speed and accuracy in order to achieve success in top secretarial positions.

Graduates of the Program go into responsible careers in the various fields of business. Secretarial training equips the individual to earn a livelihood immediately with skills that are currently very much in demand.

A special feature of the Secretarial Program is the Business Workshop, where students gain firsthand experience in the use of and study of the use of calculators, transcribing equipment, and other business machines.

Secretarial students must fulfill the requirements of the curricula as outlined. Those who complete advanced levels of typewriting and shorthand receive diplomas designated "A"; those who complete intermediate levels of typewriting and/or shorthand receive diplomas designated "B".

Each student must complete a minimum of 18 Liberal Arts credits.

Graduates receive the Associate in Science Degree.

Executive Secretarial

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 101-102	Elementary Shorthand I & II	4	4
(or)	(or)		
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 111-112	Elementary Typewriting I & II	3-2	3-2
(or)	(or)		
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 121s	Business Mathematics		3
Office Admin. 115	Essentials of Transcription	1	
Law 135s	Business Law I	3	
Electives	Liberal Arts Electives	3	3
	Physical Education†	(1)	(1)
		16-17	15-16
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Office Admin. 201-202	Advanced Shorthand I & II	4	4
(or)	(or)		
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 211-212	Advanced Typewriting I & II	2	2
(or)	(or)		
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 231-232	Secretarial Training I & II	2	2
Office Admin. 237s	Business Workshop	1	
Accounting 223-224	Principles of Accounting I & II		
(or)	(or)		
Economics 131s	Principles of Economics I	3	3
(and)	(and)		
Accounting 223s	Principles of Accounting I		
(or)	(or)		
Office Admin. 239	Electronic Data Processing		
(and)	(and)		
Accounting 223s	Principles of Accounting I		
	Liberal Arts Electives	3-6	4-6
	Electives		
		15-18	15-17

†Course required, but does not carry academic credit.

Legal Secretarial

The **Legal Secretarial Program** is designed to prepare a student for the position of executive secretary to a member of the legal profession. The course provides a means of orientation in the legal environment through instruction in law, legal terminology, and transcription.

The technical courses in the Program give thorough training in the vocational skills of shorthand and typewriting, operation of business machines, records management, and the professional handling of financial records. The Secretarial graduate is also educated to appreciate the special problems of business and to understand and accept responsibility. Supplementary courses chosen from a wide field of Liberal Art studies assist the new secretary to enter upon her career in business not only with vocational competence but with more confidence, heightened intellectual awareness, and cultural appreciation.

Standards of proficiency in the fundamental secretarial skills of shorthand and typewriting are high, and the student is expected to develop her highest potential to exceed minimum requirements of speed and accuracy in order to achieve success in top secretarial positions.

Secretarial students must fulfill the requirements of the curricula as outlined. Those who complete advanced levels of typewriting and shorthand receive diplomas designated "A"; those who complete intermediate levels of typewriting and/or shorthand receive diplomas designated "B".

Each student must complete a minimum of 15 Liberal Arts credits.

Graduates receive the Associate in Science Degree.

Legal Secretarial

FIRST YEAR

CREDIT HOURS

1st sem.	2nd sem.
3	3
4	4
3-2	3-2
1	
	3
3	3
3	
(1)	(1)
<u>16-17</u>	<u>15-16</u>

English 101-102	Writing	
Office Admin. 101-102	Elementary Shorthand I & II	}
(or)	(or)	
Office Admin. 103-104	Intermediate Shorthand I & II	}
Office Admin. 111-112	Elementary Typewriting I & II	
(or)	(or)	
Office Admin. 113-114	Intermediate Typewriting I & II	
Office Admin. 115	Essentials of Transcription	
Office Admin. 121s	Business Mathematics	
Law 135-136	Business Law I & II	
Elective	Liberal Arts Elective	
	Physical Education†	

SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Office Admin. 201-202 (or)	Advanced Shorthand I & II (or)	4	4
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 211-212 (or)	Advanced Typewriting I & II (or)	2	2
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 231-232	Secretarial Training I & II	2	2
Office Admin. 237s	Business Workshop	1	
Office Admin. 218	Legal Terminology and Transcription		2
Accounting 223-224 (or)	Principles of Accounting I & II (or)		
Economics 131s (and)	Principles of Economics I (and)	3	3
Accounting 223s (or)	Principles of Accounting I (or)		
Office Admin. 239 (and)	Electronic Data Processing (and)		
Accounting 223s	Principles of Accounting I Liberal Arts Electives Electives	3-6	3-6
		15-18	16-19

†Course required, but does not carry academic credit.

Medical Secretarial

Many young women today are interested in pursuing careers in the expanding medical field. For those who do not wish to undertake the professional training necessary to become a doctor of medicine or a registered nurse, the position of medical secretary offers a challenging and rewarding alternative. Employment opportunities are nearly unlimited in doctors' offices, hospitals, clinics, medical departments of insurance companies, state or city health departments, pharmaceutical houses, and in many other offices where a combination of secretarial and scientific training is an indispensable requirement.

The **Medical Secretarial Program** is designed to equip the student to manage the medical office efficiently through training in routine office procedures, handling appointments, greeting patients, and keeping financial records. Emphasis is also placed on medical terminology, typing, and transcription of medical material from machine dictation. Based on a foundation of science courses, further training is included in performing routine clinical laboratory tests, and in clinical assisting techniques, enabling the student to work directly with the doctor and the patient.

The Program is offered with two options — with, or without, the shorthand courses. The transcription of medical material is usually from dictation on tapes and cassettes, training for which is given in both options. The student who does wish to acquire the shorthand skill, however, can round out her ability for any type of secretarial position, as well as for the occasional medical office where it would be helpful.

Medical Secretarial students must fulfill the requirements of one of the two curricula as outlined. Each student must complete a minimum of 18 Liberal Arts credits.

Graduates receive the Associate in Science Degree.

Medical Secretarial

(Without Shorthand)

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 111-112 (or)	Elementary Typewriting I & II	3-2	3-2
Office Admin. 113-114 (or)	Intermediate Typewriting I & II		
Office Admin. 121s	Business Mathematics		3
Office Admin. 237s	Business Workshop		1
Office Admin. 134s	Medical Terminology		1
Liberal Arts Electives	Biology 101-102 or	4-3	4-3
	Biology 103-104 (Recommended)		
	Electives	6	3
	Physical Education†	(1)	(1)
		14-16	16-18

SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Office Admin. 213-214	Medical Typewriting I & II	2	2
Office Admin. 233	Medical Secretarial Practice	3	
Office Admin. 226	Professional Bookkeeping		3
Med. Ass't. 209	Medical Assistant Techniques	3	
Office Admin. 241-242	Medical Transcription I & II	1	1
Med. Ass't. 204s	Medical Laboratory Techniques		4
	Liberal Arts Electives	3-4	3-4
	Electives	3	3
		15-16	16-17

Medical Secretarial

(With Shorthand)

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 101-102 (or)	Elementary Shorthand I & II	4	4
Office Admin. 103-104 (or)	Intermediate Shorthand I & II		
Office Admin. 111-112 (or)	Elementary Typewriting I & II	3-2	3-2
Office Admin. 113-114 (or)	Intermediate Typewriting I & II		
Office Admin. 134s	Medical Terminology		1
Liberal Arts Electives	Biology 101-102 or	4-3	4-3
	Biology 103-104 (Recommended)		
	Liberal Arts Electives	3	3
	Physical Education†	(1)	(1)
		15-17	16-18

SECOND YEAR

		CREDIT HOURS	
		1st sem.	2nd sem.
Office Admin. 201-202 (or)	Advanced Shorthand I & II (or)	4	4
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 213-214	Medical Typewriting I & II	2	2
Office Admin. 233	Medical Secretarial Practice	3	
Office Admin. 226	Professional Bookkeeping		3
Med. Ass't. 209	Medical Assistant Techniques	3	
Office Admin. 241-242	Medical Transcription I & II	1	1
Med. Ass't. 204s	Medical Laboratory Techniques		4
	Electives (Office Administration 237 recommended)	3-4	1-4
		16-17	15-18

†Course required, but does not carry academic credit. Two units of first aid must be completed.

Open Studies

In recognition of the almost endless variations in background, interest, and talent that exist in any representative group of young women, Lasell has long made it a policy to assist in the arrangements of individual programs calculated to satisfy the needs and fulfill the potentialities of students whose aims or natural gifts seem to point in a direction not covered by any of the more or less standard collegiate curricula. In addition to the major fields outlined in the preceding pages, the College offers an **Open Studies Program**; this permits the student a certain latitude in her choice of subjects, the underlying principles being that the completed program must meet the student's serious vocational or personal needs, and that it must form, in the opinion of the student's adviser, a coherent and integrated plan of study without falling into the extremes of overspecialization or random distribution.

The **Open Studies Program** is built around a core of Liberal Arts electives, but with the added possibility of a number of electives both years in non-Liberal Arts subjects. The curriculum is designed for the student who would like to combine a liberal education with the opportunity to follow a side interest in one of the arts or to equip herself with the fundamentals of some of the basic skills of the business office. In addition, this Program appeals to the student who wishes to pursue a Liberal Arts program at Lasell without meeting the distribution requirements in science and/or language.

A student in Open Studies must elect a minimum of 36 semester hours of Liberal Arts Courses,* and fulfill all graduation requirements as described on page 8.

Graduates receive the Associate in Arts Degree.

*Liberal Arts Courses are so designated by an asterisk in the Course Descriptions Section of this Catalogue.

Physical Therapist Assistant

The **Physical Therapist Assistant Program** prepares students to assist professional physical therapists in rehabilitating patients disabled by illness or accident or patients possessing a birth handicap. The assistant will learn to utilize heat, cold, light, water, massage, sound, exercise, and other physical means. A high level of skill in the use of these physical means will be developed through both classroom and clinical experiences. Area physical therapy departments will be used for the students' clinical experiences.

Students are expected to receive at least a C- in each science course and each physical therapy course undertaken. All students will be reviewed at the end of each semester regarding their academic performance and progress in the Program. All students are required to carry a minimum of 12 credits each semester with the exception of the summer session. Students are responsible for their own transportation to clinical assignments.

The Associate in Science Degree is awarded to graduates of this Program. Employment opportunities exist in hospitals, rehabilitation centers, health service agencies, and nursing homes which have physical therapy departments.

The Program has been granted the status of **Accreditation** by the American Physical Therapy Association.

Physical Therapist Assistant

	FIRST YEAR	CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Biology 105-106	Anatomy & Physiology I & II	4	4
Psychology 201s	Introductory Psychology	3	
Physical Therapist Assistant 101	Physical Therapist Assistant I	4	
Physical Therapist Assistant 102	Physical Therapist Assistant II	2	
Psychology 202s	Psychology of Personality		3
Early Childhood Education 104	Child Growth and Development		1
Physical Therapist Assistant 103	Physical Therapist Assistant III		2
Physical Therapist Assistant 104	Physical Therapist Assistant IV		2
	Elective		3
	Physical Education†	(1)	(1)
		<u>16</u>	<u>18</u>
	SUMMER SESSION (4 weeks)		
Physical Therapist Assistant 105	Clinical Experience I		3
	SECOND YEAR	CREDIT	HOURS
		1st sem.	2nd sem.
Psychology 212	Psychology of the Life Span	3	
Physical Science 101	Physical Science I	3	
Physical Therapist Assistant 201	Physical Therapist Assistant V	4	
Physical Therapist Assistant 202	Physical Therapist Assistant VI	2	
Physical Therapist Assistant 203	Physical Therapist Assistant VII		2
Physical Therapist Assistant 204	Physical Therapist Assistant VIII		5
Physical Therapist Assistant 205	Physical Therapist Assistant IX		2
Physical Therapist Assistant 206	Clinical Experience II		3
Physical Therapist Assistant 207	Clinical Experience III		3
Physical Therapist Assistant 211	Kinesiology	2	
	Elective	3	
		<u>17</u>	<u>15</u>

†Course required, but does not carry academic credit. Students must complete two units of First Aid. A C.P.R. certificate is required.

Retailing/Merchandising

This **Program** is structured to provide a functional understanding of the major divisions of operation and responsibility within the field of retailing. Prime areas of concentration include merchandising and buying, personnel administration, and advertising. Students are provided opportunities to analyze and evaluate situations related to the role of the retail executive. This method presents a means of study through the "decision-making process" by exploring, evaluating, and discussing involved controversial issues and problems.

During the Christmas season, which starts after Thanksgiving, both freshmen and seniors are afforded the opportunity to participate in supervised field work assignments. Freshmen are placed in the Boston area, including the fashionable suburban stores. Seniors may be assigned outside the local areas in keeping with predetermined established standards. Arrangements for field work are made only after approval of all prerequisites and requirements of the Retailing Department have been met. Following each field work assignment, individual performance is carefully evaluated. Opportunity for discussion of each assignment follows the field-work period.

In addition to the fundamentals of Retailing, the following related courses of instruction are included: advertising, principles of marketing, economics, and psychology, and principles of business management.

These courses are designed to provide a well-balanced and oriented adjunct to the basic design and structure of the **Retailing/Merchandising Curriculum**. In context, the combined courses are intended to qualify the student to attain insight and maturity which can be applied to her chosen area of career specialization. Lasell is advantageously located within easy access to several large shopping centers which makes possible supplementary field-work assignments and classroom projects. Each phase of the **Retailing/Merchandising Program** is carefully planned in the interest of qualifying the graduate for executive responsibility.

Graduates receive the Associate in Science Degree.

Retailing/Merchandising

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Retailing 101	Retail Organization	4	
Retailing 102	Principles of Retailing		3
Office Admin. 109-110	General Typing (if necessary)	2	2
Office Admin. 121s	Business Mathematics	3	
Psychology 201s	Introductory Psychology	3	
Sociology 111s	Introductory Sociology	3	
	Electives		7-9
	Physical Education†	(1)	(1)
		16-18	13-17
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Retailing 209-210	Retail Advertising and Sales Promotion I & II	3	3
Retailing 207	Marketing	3	
Economics 131s	Principles of Economics I	3	
Retailing 201	Retail Store Practices	4	
Retailing 202	Retail Management Practices		3
Retailing 215	Personnel Management	3	
Retailing 216	Employee Relations		3
	Liberal Arts Elective		3
	Elective		3
		16	15

†Course required, but does not carry academic credit.

Course Descriptions

Courses designated with an * are considered Liberal Arts courses.
Numbers in parentheses indicate semester hours of each course.

Accounting

223s. PRINCIPLES OF ACCOUNTING I (3)

A basic course designed to give an understanding of the principles and procedures of accounting used in modern business and to develop the ability of the student to comprehend and apply the mechanisms of the many recording phases of business activities. The areas treated are: principles of double entry; the accounting cycle as it affects professional, service and merchandising records; specialized journals and ledgers; preparation and interpretation of financial statements; labor-saving techniques; petty cash and payroll.

224. PRINCIPLES OF ACCOUNTING II (3)

This course follows Accounting I. It is structured to include: management of partnership and corporation accounting; in-depth decision-making relative to plant assets, inventories, and corporation financial statements; control of cash systems; and an assembling of an income tax unit with supportive schedules. Offered second semester only. Prerequisite: 223s.

225-226. INTERMEDIATE ACCOUNTING I & II (3; 3)

Following a review of principles learned in Principles of Accounting I and II, concentrates on financial statements covering assets, liabilities, corporate capital, and working capital. The second semester emphasizes the interpretation of financial reports, inventories, fixed assets, and investments. Prerequisites: 223 and 224.

227. COST ACCOUNTING (3)

Methods of identifying labor and material costs, and of allocating overhead as applied to job order, process, and standard cost systems. This information is related to budgetary control, reports for management and tax implications. Prerequisites: 223 and 224.

228. FEDERAL INCOME TAXATION (3)

Principles of personal, business and corporation taxes are explored in order to be able to prepare federal tax returns. Some emphasis on state tax returns as well. Prerequisites: 223 and 224.

Art and Music

ART

103-104. ENCOUNTER WITH ART I & II* (3; 3)

Lectures, slides, films, field trips and seminars will be used to explore the visual arts from many points of view. Painting, sculpture, architecture and other art forms from various periods will be used to study selected topics from the history of art.

105-106. DESIGN AND COLOR I & II (3; 3)

This studio and lecture course covers the fundamentals of design, with emphasis upon the exploration and use of varied materials and media.

107. WATERCOLOR I (3)

Students experiment in a wide variety of techniques in watercolor and other water-based media. (Offered when sufficient student interest exists.)

108. WATERCOLOR II (3)

A continuation of Art 107 in which increasingly more advanced problems in watercolors are explored. Each student's individual interest in subject and method will determine emphasis designed to meet needs in the development of expressive styles. (Offered when sufficient student interest exists.)

113-114. FUNDAMENTALS OF DRAWING I & II (3; 3)

Varied aspects of drawing are presented, including concentration on line, form, shading, light and perspective. A variety of media and subjects are included.

126. PORTFOLIO I (1)

Assists the students in assembling, as professionally as possible, a portfolio of their best work from all of their other courses. Freshmen will carry their work into their Senior Year toward a more selective, final presentation.

201. INTERIOR DESIGN I (3)

The principles of color, planning and design as applied to residential and business problems, complemented by a survey of contemporary trends in environment design.

202. INTERIOR DESIGN II (3)

A continuation of Interior Design I. Projects to include use of drafting tools, floor plans, elevations, and other views used by designers to graphically express their design intentions.

203. PAINTING I (3)

The student explores varied compositional and technical problems in oil paint, acrylics and varied water-based paints. (Course offered alternate years.)

- 204. PAINTING II** (3)
Continuation of Art 203 with the opportunity for progressively more advanced painting problems. Prerequisite: 203. (Course offered alternate years.)
- 205. FIGURE DRAWING I** (3)
Various exercises including gesture, contour and shading studies from live models form the basis of this free and natural approach to drawing the human figure.
- 206. FIGURE DRAWING II** (3)
A great variety of approaches to the figure are used in different media such as pen and ink, pastels, watercolor, tempera and experimental, mixed media. Students are expected to make more interpretive, personal statements about the figure. Prerequisite: 205.
- 207. ADVANCED DESIGN** (3)
A studio-lecture course which involves the students in a critical exchange of ideas while exploring various concepts of the elements of design as applied to various media. Prerequisite: 105-106.
- 209. JEWELRY I** (3)
Introduction to the design of jewelry, the basic techniques, and the use of tools and various metals, materials and stones.
- 210. JEWELRY II** (3)
Students explore the potentials of metal as a medium for self-directed work while developing technical competence and skill in using various materials and stones. Prerequisite: 209. (Course offered alternate years.)
- 211. CERAMICS I** (3)
Introduction to hand-building methods in clay and throwing on the potter's wheel. Basic study of glazes, glazing and kiln-firing.
- 212. CERAMICS II** (3)
Students explore the characteristics of clay as a medium of self-expression while developing skill on the potter's wheel and technical competence in glazing. Prerequisite: 211. (Course offered alternate years.)
- 214. WEAVING OFF THE LOOM** (3)
Introduction to the fundamentals of basic weaving. Initial work with hand manipulated techniques aims at understanding the structure and expressionistic qualities of various fiber types.
- 215. PRINTMAKING I** (3)
A beginner, intermediate course in relief and intaglio printmaking. The class works with blocks and plates, as lino, zinc, plastic, wood, card, natural and found objects in the making of multiple impressions, using an electrified etching press.
- 216. PRINTMAKING II** (3)
Intended to focus on a single printmaking method per semester, such as silkscreen, collagraphy, etching or further exploration of any other. The method to be decided by the group and the instructor.
- 217-218. ADVERTISING DESIGN I & II** (3; 3)
The design of visuals, comprehensives and mechanicals for the graphic arts media; newspapers, magazines, direct mail, posters, and packaging within the limitations of photo-mechanical reproduction.
- 219s. PHOTOGRAPHY I** (3)
A basic foundation in negative and positive printing techniques and explores the aesthetic concepts of the medium.
- 220. PHOTOGRAPHY II** (3)
Continuation of Photography I. Deals with a broad range of aesthetic concerns in contemporary photography with an emphasis on negative and print quality. A portfolio of quality prints is the course objective. Prerequisite: 219. (Offered when sufficient interest exists.)
- 223s. ART FOR CHILDHOOD EDUCATION** (3)
Designed for those Early Childhood Education students who will be teaching young children. Students will experiment with a wide variety of materials to develop an understanding of creative art experiences and their value to the child.
- 224. FUNDAMENTALS OF DRAWING III** (3)
Varied aspects of drawing are presented, including concentration on line, form, shading, light and perspective. A variety of media and subjects are included. Prerequisites: 113-114.
- 225. ART IN RECREATION** (3)
General introduction to various forms of art activities applicable to recreational programs, ranging from camp, community, day-care centers, nursing homes, hospitals and playground settings. Designed for the Community Recreation major, but open as an elective to other students. (Course offered alternate years.)
- 226. PORTFOLIO II** (1)
The assembling of a final portfolio for Seniors in preparation for transfer to a four year program or for employment purposes. Reviewed by Art Department.
- 227-228. FASHION DESIGN STUDIO I & II** (3; 3)
A studio course designed to introduce and explore the concepts of fashion design, history of costume, survey of contemporary fashion designers, illustrators and photographers, and study of textiles and pattern drafting. Final projects will include the fabrication of original student designs.
- MUSIC**
- 101. ENCOUNTER WITH MUSIC I *** (3)
A study in the enjoyment and appreciation of music from the standpoint of the general listener. The history and development of music from Johann Sebastian Bach through the Mennheim and classic periods will be studied in detail. Particular emphasis placed on symphonic form and the orchestra.

102. ENCOUNTER WITH MUSIC II* (3)
Continuation of Music 101 covering music from Beethoven and Schubert, the Romantic period, to twentieth century music through Stravinsky.

105. CHORUS (1)
Provides a wide repertory of choral experiences for those who enjoy singing. Includes popular, semi-classical, and classical selections. Opportunity to sing in at least two concerts each year. Students may enroll each semester they are at the College for one credit per semester.

106s. MUSIC FOR CHILDHOOD EDUCATION (3)
Devoted to the teaching of music for children with emphasis on song, rhythmic games, appropriate serious music and toy instruments. An organized repertory of songs and games suitable for actual use in kindergarten and elementary school teaching is prepared during the semester for each individual student. All students who plan to take the course are required to take a placement test in the spring of their first year to determine their competency at the piano.

111s. MUSICAL COMEDY* (3)
A survey of the rise of the musical comedy from origins in England in the 18th century (Gay's THE BEGGAR'S OPERA) and thence to the 1920's in the United States. Works by Kurt Weill, Jerome Kern, Oscar Hammerstein II, Richard Rodgers, George Gershwin, Leonard Bernstein, Cole Porter, Lerner and Loewe, Meredith Wilson, and others will be studied.

203. POPULAR MUSIC* (3)
A detailed investigation of the rise of popular music in the United States with particular emphasis on the development of rock music and its derivatives. Musical examples from Elvis Presley to the Beatles and other English groups including the Rolling Stones, Eric Clapton, the Who, and American artists Alice Cooper, Jimmy Hendrix, Janis Joplin, Bob Dylan et al.

246. CONTEMPORARY MUSIC* (3)
Beginning with the works of Claude Debussy, surveys the output of Mahler, Stravinsky, Berg, Schonberg, Webern, and certain American composers, among them Aaron Copland. While the emphasis will be placed on the contemporary symphonic literature, certain works of smaller groups and vocal combinations will also be included. (Not offered each year.)

APPLIED MUSIC

Applied music available for beginners and for students in all stages of advancement. Lessons in voice, piano and organ, and other instruments may be taken.

Business

107. PRINCIPLES OF BUSINESS MANAGEMENT I (3)
Provides a working concept of business practices, as applied to structure, methods, policies, and objectives. Specific businesses analyzed and discussed in terms of operational practices, procedures, and profit motives. Types of business ownership, financing, organization, management, leadership, control, and marketing discussed.

108. PRINCIPLES OF BUSINESS MANAGEMENT II (3)
A detailed examination of the problems involved in planning, organizing, staffing, directing and controlling business organizations, with special attention to the career problems of young managers and particularly, young women managers.

207. MARKETING: PRINCIPLES AND METHODS (3)
Fundamentals of the nature of marketing will be presented and evaluated to specific functions and institutions. The market for consumer goods will be discussed and will include motivations, behavior, money and fashion. Emphasis placed upon marketing in relation to the retailing and wholesaling of consumer goods. Policies and practices as applied generally to marketing research will involve product development, selection, channels of distribution buying, physical distribution selling, and policies. Pricing under competitive conditions, social benefits of competition and government regulations.

209-210. PRINCIPLES OF ADVERTISING I & II (3; 3)
A broad view of advertising dealing with its planning, creation and execution in relation to the marketing cycle. Study will include the organization and operation of the advertising agency, publicity, public relations, behavioral sciences, budgeting and planning based on company's objectives. The creative techniques of art, layout, copywriting will be covered as well as production techniques for both print and broadcast media. A complete review will be made of all promotional media as relates to buying and selection procedures.

215. PERSONNEL MANAGEMENT (3)
Factual presentation and discussion of personnel management within the structure of the business organization. Its purpose and specific functions presented and evaluated. Case studies used in developing discussion within each area of responsibility. Also the role of labor relations in the personnel structure defined and analyzed.

216. EMPLOYEE RELATIONS (3)
Subject will be approached as it pertains to the anticipated responsibility of the junior executive in the supervision of personnel. Functions of the executive will be analyzed and discussed. In developing responsibility, the class will participate in role playing, sensitivity discussion and analyzing employee relations, issues and problems.

Computer Science

101. COMPUTER SCIENCE I (3)
Introduction to Electronic Data Processing. Includes computer terminology and computer hardware

and software. Flow charting. The use of computers in business and industry. Some programming in BASIC toward end of the semester. Required in Computer Science Program.

102. COMPUTER SCIENCE II

Programming in BASIC. Flow charting and the writing of programs. Testing and debugging. Extensive laboratory experience. Required in Computer Science Program. Prerequisite: CS 101.

103. COMPUTER SCIENCE III

Programming in COBOL (Common Business Oriented Language). Programming for more sophisticated business applications than BASIC. Extensive laboratory experience. Required in Computer Science Program. Prerequisite: CS 102.

104. COMPUTER SCIENCE IV

Continued programming in COBOL. Emphasis on tape and disc file organization and maintenance. Structured design techniques for business and industry. Extensive laboratory experience. Required in the Computer Science Program. Prerequisite: CS 103.

105. COMPUTER SCIENCE V

Continued programming in BASIC. Work on the documentation of programs. Extensive laboratory experience. Required in Computer Science Program. Prerequisite: CS 102.

106. COMPUTER SCIENCE VI

Systems analysis. Feasibility studies and systems design. Includes hardware and software considerations. Introduction to management information systems and database management concepts. Required in Computer Science Program. Prerequisite: CS 104.

108. COMPUTER SCIENCE VII

Programming in FORTRAN. Opportunity for writing programs and debugging in a highly structured computer language. Required in Computer Science Program. Prerequisite: CS 102.

Developmental Offerings

001. READING AND STUDY SKILLS

A five-week course designed to help students improve their reading ability and study skills. Concentrates on such areas as reading speed, reading comprehension and study habits. Direct application to text material from students' regular college courses. Meets five times a week in small group sessions. Offered through Learning Skills, Inc. of Putney, Vermont. (A fee is charged by Learning Skills for participation in the course.) Open to all Lasell students on a voluntary basis. No academic credit given.

002. REMEDIAL ENGLISH WORKSHOP

A seven-week course scheduled during the Fall Semester for students having difficulty with their work in their required Writing 101 course. Concentrates on improving basic writing skills using materials and assignments from a student's Writing 101 section. Close coordination with required papers in 101. Entrance to the Workshop through referral by Writing 101 faculty, other Lasell faculty members or student self-referral. Meets three times per week in small group sessions. In addition to the instructor, peer tutors are available to help students. Open to all Lasell students. No academic credit given.

003. REMEDIAL MATHEMATICS LABORATORY

A seven-week course to assist students in overcoming past deficiencies in mathematics and to help negate mathematics anxieties and attitudes of math avoidance. Concentrates on arithmetic and lower-level algebra covering such areas as: measurement, fractions, ratios, metric units, significant numbers, decimals, percents, graphs, and simple algebraic problems. For students requiring strengthened background in math in order to be successful with their specific academic program or for students simply wishing to improve themselves in math. Meets in small group sessions with opportunity for drop-in individualized instruction. Math instructor assisted by peer tutors. Members of psychology faculty lead small group sessions devoted to overcoming students' math anxieties. Entrance through faculty referral or student self-referral. Open to all Lasell students. No academic credit given.

Early Childhood Education

101-102. CHILD DEVELOPMENT I & II

Growth and development of children from conception through adolescence (with emphasis on infancy and the pre-school years) as observable from the child's daily life and activities. Class discussions concern characteristic behavior as related to the growth sequence; the influences of adult guidance; and the health, welfare and social environment of young children.

104. CHILD GROWTH AND DEVELOPMENT

Required of all students in the Nursing Program and in the Physical Therapist Assistant Program. Overview of the child's formative years.

201-202. ORIENTATION IN EARLY CHILDHOOD EDUCATION I & II

A survey of the field of early childhood education. Discussions cover the essentials of good education for young children; methods by which the modern nursery school and kindergarten seek to meet the physical, social, emotional, and intellectual needs of young children; qualifications of teachers of young children; and career opportunities in the field. Three hours per week at the Lasell Child Study Center provide opportunity for practical experience in working with 3, 4 and 5 year old children. Prerequisite: 101-102.

207s. CHILDREN'S LITERATURE

Includes a survey of the place of children's literature in the education of the young child. The lectures, reading and discussions focus on the historical influences, as well as, the evaluation of

selection of contemporary books. Emphasis is given to the development of necessary skills and techniques, including reading and telling children's stories, and the use of audio-visual materials.

211s. THE EXCEPTIONAL CHILD* (3)

An introduction to the classification and general characteristics of visually and hearing impaired, mentally retarded, gifted, physically and emotionally handicapped children. The emphasis is on their special needs during the preschool and elementary school years. Prerequisite: 101-102.

English

All Freshmen take English 101-102 (Writing). In the second semester of her Freshman year the student may have a choice of one of several English 102 offerings with different thematic emphases, though the essential concern of the course is still on developing her writing skills.

ENGLISH

101-102. WRITING* (3; 3)

Concentrates on improving the student's attitude toward writing as well as the writing itself. The student can expect to write informal exercises, non-graded papers, graded papers, and journals. She can also expect to share some of her writing with an audience, to help others improve their writing, and to be involved in evaluating some of her own work. In addition to doing the reading for the course, the student will view films and participate in writing workshops. Scheduled individual conferences with the instructor are for the purpose of working on the student's particular writing projects and problems.

123-124. THE HISTORY OF AMERICAN CIVILIZATION I & II* (3; 3)

(See History 123-124.) The American Literature survey and American Urban Literature are alternative discussion sections for those receiving English credit.

{ Lasell offers 2-3 second-year English courses each semester chosen from those listed below. Not all of the courses may be available during a student's 2 years at the College. }

201-202. ENGLISH LITERATURE: SELECTED THEMES AND WRITERS I & II* (3; 3)

A survey that each semester offers a special thematic approach to the study of English literature. Various authors, from Chaucer and Shakespeare to Shaw and Yeats, are studied within such contexts as: convention and revolt; the hero and the heroine; or evil and decadence.

203. ADVANCED WRITING* (3)

Designed to develop writing skills well beyond the level of Freshman English, with the principal emphasis to be announced each year: journalistic writing, the writing of poetry or the writing of fiction. The student's own work comprises the basic material to be studied, but texts and other assignments are used as needed.

207s. MODERN DRAMA* (3)

The keynote of this course is variety and is chronological in structure. Emphasis will be placed upon the methods used and the themes embraced by playwrights of America and Western Europe who have endeavored to instruct and to please audiences of today and of the recent past.

208. THE LITERATURE OF FANTASY AND MYSTERY* (3)

A selection of myth, folklore, science fiction and detective fiction. Principal topics will include man's literary attempts to deal with the unknown and his need for mystery. Typical authors studied will be Poe, Barthelme, Fowles, and Burgess.

209. CHILDREN IN LITERATURE* (3)

The nature of the child as revealed in representative modern literature is considered. Particular topics: the child as criminal and in relation to the criminal system, the child against the background of a critical historical situation, and the child as a rebel against his society.

215-216. THE BRITISH NOVEL I & II* (3; 3)

Some background is provided on the history of the novel in the British Isles from its Elizabethan origins onward, but the principal emphasis is on the great figures of the past two centuries. Reading for the first semester ranges from the Brontës to Joseph Conrad, while the second semester concentrates on significant authors and trends from about 1914 to the present.

217-218. CONTEMPORARY LITERATURE I & II* (3; 3)

Representative English, American, and continental literature of the modern period with an emphasis on existential thought, alienation, and such literary movements as realism, naturalism, surrealism and the absurd.

221. THE CITY IN LITERATURE* (3)

Through the use of selected texts, traces the history and meaning of the city as it has appeared in literature from ancient times to the present. In addition to analyzing the use of the city as a major metaphor in literature, offers the student an opportunity to study various authors' interpretations of the altering forms of man's principal location of habitation through time.

224. FILM AND LITERATURE* (3)

The historical development, techniques and critical appreciation of significant films.

225. THE SHORT STORY* (3)

Development of the short story as a Twentieth Century form, critical and creative approaches.

227. THE LITERATURE OF TRAVEL AND ADVENTURE* (3)

Selected readings in the literature of travel and adventure, from classic and contemporary sources.

301-302. SEMINAR* (See page 19) (3; 3)

FRENCH

101-102. ELEMENTARY FRENCH I & II*

(4; 4)

Fundamental spoken and written French and an introduction to the culture of present-day France, with extensive use of the Language Lab. The second semester includes basic supplementary materials geared to the individual career goal of students majoring in Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who do not present French for admission or who have had no more than two years of secondary school French with a grade of C- or less.

105-106. INTERMEDIATE FRENCH I & II*

(4; 4)

A review of basic grammar with special attention to the development of audio-lingual and writing skills. Selected readings, language lab materials and class discussion deal with life in France today. Students in career courses such as Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. will be given supplementary, individualized materials of practical use in their majors. Open to students who have completed French 101-102 with a grade of C- or better or who present two or three years of secondary school French.

201-202. ADVANCED FRENCH I & II*

(3; 3)

An advanced review of grammar with frequent oral and written practice. Special attention given to the reading and discussion of selected twentieth century prose and cultural articles. For students in career courses advanced supplemental materials will be included to cover areas of specialization in Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who have successfully completed French 105-106, who have had three or four years of secondary school French or with the consent of the instructor. (Courses available if sufficient students enroll.)

400. INDEPENDENT STUDY* (See page 19)

(3; 3)

ITALIAN

101-102. ELEMENTARY ITALIAN I & II*

(4; 4)

Essentials of spoken and written Italian and an introduction to the culture of contemporary Italy, with extensive use of the Language Lab. Second semester includes basic supplementary materials geared to the individual career goals of students in areas such as Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who do not present Italian for admission or who have had no more than two years of secondary school Italian with a grade of C- or less.

105-106. INTERMEDIATE ITALIAN I & II*

(4; 4)

A review of basic grammar with special attention to the development of audio-lingual and writing skills. Selected readings, language lab materials and class discussion deal with contemporary Italy. Students in career courses such as Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. will be given supplementary, individualized materials of practical use in their majors. Open to students who have completed Italian 101-102 with a grade of C- or better or who present two or three years of secondary school Italian.

400. INDEPENDENT STUDY* (See page 19)

(3; 3)

SPANISH

101-102. ELEMENTARY SPANISH I & II*

(4; 4)

Fundamental spoken and written Spanish and an introduction to the culture of present-day Spain and Latin America, with extensive use of the Language Lab. The second semester includes basic supplementary materials geared to the individual career goals of students majoring in Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who do not present Spanish for admission or who have had no more than two years of secondary school Spanish with a grade of C- or less.

105-106. INTERMEDIATE SPANISH I & II*

(4; 4)

A review of basic grammar with special attention to the development of audio-lingual and writing skills. Selected readings, language lab materials and class discussion deal with life in Spain and Latin America today. Students in career courses such as Early Childhood Education, Nursing and related medical fields, Business and Retailing, Secretarial Science, etc. will be given supplementary, individualized materials of practical use in their majors. Open to students who have completed Spanish 101-102 with a grade of C- or better or who present two or three years of secondary school Spanish.

201-202. ADVANCED SPANISH I & II*

(3; 3)

An advanced review of grammar with frequent oral and written practice. Special attention is given to the reading and discussion of selected twentieth century literature. For students in career courses advanced supplemental materials will be included to cover areas of specialization in Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who have successfully completed Spanish 105-106, who have had three or four years of secondary school Spanish or with the consent of the instructor. (Courses available if sufficient students enroll.)

400. INDEPENDENT STUDY* (See page 19)

(3; 3)

History, Economics and Philosophy

{ Lasell offers 3-4 history courses each semester chosen from those listed below. Not all of the courses may be available during a student's 2 years at the College. American Civilization I & II and the History of Women are offered each year. }

HISTORY

100. THE HUMAN EXPERIENCE* (3)

An introduction to history with topics varying from year to year, e.g., modernization, the family, war and peace, sex; designed to introduce the student to non-chronological, analytical, and interpretive approaches to history.

101. WESTERN CIVILIZATION TO 1300* (4)

An interdisciplinary approach to the development of Western humanity with concentration upon the cultural, literary, artistic, and philosophic, and passing reference to the political and economic. Lectures will cover, in more or less chronological pattern, pre-history to the Renaissance. Students will choose a weekly discussion group which will concentrate on either literary or philosophic materials beyond the text. (May be taken for credit either in the English or History Department.) (Course available alternate years.)

102. HISTORY OF WESTERN CIVILIZATION: 1300 TO THE PRESENT* (4)

A continuation of History 101 and covers the history of western civilization from the Renaissance through the mid-twentieth century. Points up developments which have shaped the life of today. (Course available alternate years.)

112. EUROPE IN THE AGE OF ROMANTICISM AND AFTER: 1789-1920* (3)

After treatment of the Industrial Revolution and the various political revolutions of the time span, an attempt will be made to trace the influence of these revolutions on the political, socio-economic, cultural, and intellectual developments of the period. Special consideration will be given to romanticism, liberalism, and socialism.

114. RECENT EUROPEAN HISTORY* (3)

Examination of Europe in the 20th Century with stress on cultural developments and passing reference to politics and economics. Occasional mention of the Third World and the Western Hemisphere as appropriate. Concentration on interpretation rather than chronology.

115. ISSUES IN CONTEMPORARY POLITICAL THOUGHT* (3)

Consideration of political and social issues under four broad topics: law, liberty, justice, and equality. Examines a variety of traditional and modern discussions of political and social theory to find some understanding for contemporary problems such as civil disobedience, life and death issues, restitution, war, anarchy, public employee strikes, etc.

123. AMERICAN CIVILIZATION I* (3)

An examination of the chief political, social, and cultural features of American society as they have developed from its beginnings to the period of Reconstruction. All students attend a core of lectures. Each student selects a study section from one of the following areas: literature, culture, politics, thought, communities, minorities. (May be taken for credit either in the English or History Departments.) (Course offered every year.)

124. AMERICAN CIVILIZATION II* (3)

A continuation of History 123 from the period of Reconstruction to the present. (Course offered every year.)

125. COLONIAL AMERICA* (3)

An in-depth examination of factors that shaped the society, religion, politics, and mind of America from 1607-1775. Special emphasis on comparison of and contrast with Puritan New England and Anglican Virginia. Finally, setting of America on the eve of rebellion.

131. REVOLUTIONS AND REVOLUTIONARY THOUGHT* (3)

This interdisciplinary course will undertake analysis of many types, facets, styles of revolution, including political, cultural, and scientific meanings of the concept.

132. TECHNOLOGY AND ALIENATION IN MODERN MAN* (3)

Survey of historical developments in technology from the Industrial Revolution to the present. Philosophical nature of the concept 'alienation'. Practical applications of 'alienation' to technology. Implications for the future.

133. HISTORY OF WOMEN (U.S.)* (3)

A social history of women in the United States, beginning in the colonial period, including movement west, fight for abolition of slavery, and, then, concentration on twentieth century issues. Emphasis on the image of women held during these periods, and the difference between the image and the actual conditions of women in education, employment, status and legal position, and political and economic life. The contributions of women to social change and the growth of women's movements included. (Course offered every year.)

141. RECENT AMERICAN HISTORY: 1945-1960* (3)

The years of the Truman and Eisenhower presidencies come under study for the economic, social, and cultural trends which they exhibit, their patterns of domestic politics, and American foreign policy. Specific topics range from the rise of rock and roll to the space race. When practicable, class work will include individual assignments as well as core readings, and the course will be conducted as an informal seminar.

142. RECENT AMERICAN HISTORY: 1960 to Date* (3)

Focuses on the years of the Kennedy, Johnson, and Nixon presidencies. Work will divide roughly into three areas: foreign affairs; domestic politics; economic, social, and cultural trends. Specific

topics range from the Vietnam War to the women's movement, from the rise in divorce to the decline in education. Assignments are divided between core readings and individual study, and discussion will predominate over lectures.

150. THE MIDDLE EAST IN WORLD AFFAIRS* (3)

Study of the Middle East as a "problem area" with emphasis on the period from World War I to the present. Topics will include nationalism — Arab and Zionist — the Arab-Israeli dilemma, OPEC, and the strategies and aims of the external powers.

217. JEWISH HISTORY: FROM EARLIEST TIMES TO THE FRENCH REVOLUTION* (3)

An examination of Jewish history from its inception through ancient and medieval times, the Renaissance, early modern Europe and modern Europe to the French Revolution. Emphasis on intellectual and cultural aspects.

218. JEWISH HISTORY: FROM THE FRENCH REVOLUTION TO THE PRESENT* (3)

Examination of the role of the Jew in modern history in general and in Jewish history in particular; emancipation, religious reform, modern anti-semitism, Zionism, the Holocaust, survival.

ECONOMICS

131s. PRINCIPLES OF ECONOMICS I* (MICRO) (3)

An introduction to the principles explaining the economic behavior of individuals, firms and industries in the mixed economic system. Topics included will be the theory of consumer demand and elasticity, supply and costs of production, theory of the firm under conditions of perfect and imperfect competition, the allocation of economic resources, an introduction to the principles of international trade, and the role of government in promoting the economic welfare of the people.

132. PRINCIPLES OF ECONOMICS II* (MACRO) (3)

Basic functions of the United States economy viewed as a whole and policies designed to affect its performance. Topics included will be economic scarcity, the causes of unemployment and inflation, the nature of money and monetary policy, the impact of government taxation and spending, the federal debt, issues concerning economic growth. Some consideration will also be given to international economic problems and to contrasting economic systems. Reference will constantly be made to current economic events. Prerequisite: 131s.

140. MONEY AND BANKING (3)

The relationship among money, income, credit, and monetary policy and among individuals, banks, money markets, governments, and central banks. Structures and operations of commercial banks. Non-banking financial institutions and the structure of financial markets. Elements of monetary theory. Field trips to the Federal Reserve Bank in Boston.

PHILOSOPHY

100. INTRODUCTION TO PHILOSOPHY* (3)

Introduces the student to the basic problems of philosophy, such as the sources of knowledge, the relationship between mind and body, freedom as opposed to determinism, and the nature of values.

110. ETHICS* (3)

Introduction to analysis of conduct, moral reasoning, and foundation of ethical values in a search for the ultimate meanings of human experience. The following specific problems will be examined: life and death issues, human experimentation, sexuality, truth-telling in medicine, honesty in business, cheating, lying, stealing and reparation, egoism, obligation, capital punishment.

120. THE RELIGIOUS EXPERIENCE* (3)

An exploration of the religious experience both personally and as part of a group. Examples will be taken primarily from myths, classic and contemporary, and from mystical experiences, both eastern and western. An attempt will be made to discover the circumstances under which such an experience may be seen as meaningful. (Course offered alternate years.)

123. GREAT RELIGIONS* (3)

The great religions of the ancient and the modern world, their fundamental differences and similarities. Emphasis is upon an understanding of the basic concepts of Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam. (Course offered alternate years.)

126. AESTHETICS* (3)

Creativity, interpretation, expression, style, symbolism, evaluation, art, and society — all from the philosophical perspective. Students are exposed to a variety of approaches to the question: "what is beauty?" The arts and everyday experience examined in an effort to answer the question about beauty as well as the other questions such exploration will raise. (Course offered alternate years.)

128. EXISTENTIALISM* (3)

An examination of such questions as: who am I?; why am I here?; what does it mean to exist?; what relationship(s) do I have with myself?, with others?, with the universe? In an effort to respond to these and further questions, readings will be from Kierkegaard, Nietzsche, Heidegger, Buber, Jaspers, Sartre, and others. Discussions will be centered around the ideas contained in or suggested by the readings. The influence of existentialism on psychology, society, art, religion, and politics explored. (Course offered alternate years.)

130. PHILOSOPHY OF LOVE AND SEX* (3)

An investigation of affectivity centering on different meanings of the emotion 'love,' including friendship, spirituality, ecstasy, romance. Also, philosophical inquiry into the person-as-sexed — freedom, choice, responsibility, object, subject, authenticity. Readings from Plato to Robert Solomon.

300-301. SEMINAR* (See page 19) (3; 3)

Humanities

100. INTRODUCTION TO THE HUMANITIES*

(1)

An introduction by way of the "mini course" to various fields covered by the general heading "Humanities." The student may take any 5 week unit for 1 credit, the entire sequence for 3 credits, or any combination of units for 1 credit per unit. Separate units may be taken over the course of one or several semesters with no unit being a prerequisite for any other unit. Each semester, offerings are usually found in philosophy, music and literature. Depending on faculty availability, offerings may also be given in art, religion, history, and history of science. Units are taught by members of several departments, including Art and Music, English, and History and Philosophy.

Law

135s. BUSINESS LAW I

(3)

Gives the student working knowledge of everyday law as it applies to business and personal needs. The focus is primarily on contract law and property law.

136. BUSINESS LAW II

(3)

A continuation and over-all completion of the students' working knowledge of everyday law as it applies to business and personal needs. The subjects included are: Articles II, III, and IV of the Uniform Commercial Code; Corporations, Agency, and Insurance Law. Prerequisite: 135s.

Nursing

101. NURSING I

(6 ½)

An introductory course designed to provide a foundation for future courses in the Nursing curriculum. The course provides both theory and carefully selected clinical experiences in the hospital. Focuses attention on the development of scientific skills, basic understandings and appropriate appreciations which are necessary to meet the basic physical and psychological needs of the patient. Pharmacological and dietary aspects are integrated. Also considered are the historical, ethical, and professional aspects of nursing today. Clinical experience is centered at the Newton-Wellesley Hospital, Glover Memorial Hospital, and Weston Manor. Classes in interpersonal relationships are given during the first 6 weeks of this course.

102. NURSING II

(6 ½)

Involves the principles and practice of comprehensive nursing care in relation to major problems of adults in the general hospital. Correlation of theory and practice is achieved under close supervision through assigning students to care for patients with physical needs that have recently been discussed in class. Emphasis is placed upon the meaning of illnesses to the individual patient, the problem solving approach and the challenge to the nurse as a member of the health team; pharmacological and dietary aspects are continued. Clinical experience at Newton-Wellesley Hospital, Weston Manor and Glover Memorial Hospital. Prerequisites: Nursing 101 and Biology 105.

103. NURSING III (Summer Session Course)

(9)

Through this course in basic maternal child health nursing, the student gains an understanding of the relationship of the developmental processes to the health needs of the individual from conception through child-bearing years. The student utilizes the nursing process in assessing the physiological and psychological impact of the developmental process, and the effects of physical and emotional stressors on individuals and families and provides for effective intervention. Experience is provided in caring for the mother and newborn infant at Brigham & Women's Hospital. Physical and psychological needs are emphasized in relation to the mother, child and family. Through classroom and clinical experience, common health problems of the child are studied. Hospital experience is at the Children's Hospital Medical Center. Prerequisites: Nursing 102, Psychology 201, Psychology 204, Biology 106, E.C.E. 104.

201. NURSING IV

(7)

Aims to develop in the student the ability to utilize scientific principles and problem-solving techniques to meet the nursing needs of patients with common medical-surgical problems. The nursing process is emphasized through the use of nursing care plans dealing with recognition, interpretation and alleviation of problems related to altered homeostatic responses and mind-body interactions. Runs concurrently with Nursing V and course content is correlated. Principles of nutrition and pharmacology are included. Clinical experience is centered at Newton-Wellesley Hospital and Glover Memorial Hospital. Includes both day and evening rotations to medical and surgical units and intensive care unit. Prerequisite: Nursing 103.

203s. NURSING V

(3)

Emphasis is placed upon the development of beginning appreciation and understanding of mental health and ability to recognize normal and pathological behavior adjustments. Clinical experience is centered at Westwood Lodge. Prerequisites: Nursing 102, Biology 106, Psychology 204, E.C.E. 104.

202. NURSING VI

(7)

A continuation of Nursing IV. It continues to utilize scientific principles and problem solving techniques in caring for patients in a hospital setting. Emphasis is placed upon patients with relatively complex disease entities, critical illness or extensive medical or surgical therapy, and long-term illness. Day and evening experiences are provided to assist the student to develop an awareness of the total nursing responsibilities in the clinical area. Seminars provide students with the opportunity to explore as a group the many aspects of nursing responsibilities involved in their care of patients with complex problems. Clinical experience is centered at the Newton-Wellesley Hospital and Glover Memorial Hospital. Prerequisite: Nursing 201.

204. NURSING VII**(2)**

Planned to help the student understand the privileges, obligations, and responsibilities of the graduate nurse. Career opportunities in various fields of nursing are discussed, along with legal and ethical aspects of the nursing profession. Attention is given to past, present, and future trends in nursing.

Office Administration**101-102. ELEMENTARY SHORTHAND I & II****(4; 4)**

A basic course in Gregg Shorthand, covering principles of theory, a review of business English fundamentals, dictation practice, and introduction of transcription. Corequisite: 111 or its equivalent.

103-104. INTERMEDIATE SHORTHAND I & II**(4; 4)**

Reviews shorthand theory; English grammar, spelling, and vocabulary; and develops dictation speed and transcription ability to an employable level. Recommended for students with a shorthand background equivalent to 101-102, but whose speed level precludes 201-202.

109. GENERAL TYPEWRITING I**(2)**

Offered to students who are interested in typewriting for personal use, or to meet minimal typing requirements of other majors. Instruction is offered in correct touch-typewriting technique for keyboard mastery, letter styles, simple tabulations, and basic manuscript setups. A reasonable degree of speed and accuracy is sought.

110. GENERAL TYPEWRITING II**(2)**

Presupposes General Typewriting 109 or its equivalent. Speed and accuracy are further developed, and the instruction introduced in 109 is pursued in more depth. Does not necessarily meet the requirements for entrance to 113-114.

111-112. ELEMENTARY TYPEWRITING I & II**(3; 3)**

An intensive and thorough course in beginning typewriting, training in touch-typewriting, correct operating techniques on various makes of machines, and the development of reasonable speed and accuracy. Instruction covers centering arrangements, memos, letter styles, rough drafts, tabulations, and manuscripts with footnotes.

113-114. INTERMEDIATE TYPEWRITING I & II**(2; 2)**

For students who have had previous typing experience equivalent to 111-112, but whose speed level precludes taking 211-212. Typewriting fundamentals are reviewed and instruction is given in more depth on letter styles, manuscripts, and tabulations. Legal instruments and special business forms are introduced. Speed and accuracy are developed for vocational competency.

115. ESSENTIALS OF TRANSCRIPTION**(1)**

Includes English Essentials needed by the professional woman entering today's business office. The basic rules for communicating — sentence structure, punctuation, spelling, correct word usage, grammar studies are included.

121s. BUSINESS MATHEMATICS**(3)**

Practice is first given in the fundamentals of arithmetic. Following this, application is made in percentages, retail and cash discounts, inventories, mark-ups and mark-downs, financial statements, interest and bank discount, stocks and bonds, banking services, sales, property, and customer taxes, and payroll to the extent that these topics relate to retailing and secretarial positions.

134. MEDICAL TERMINOLOGY**(1)**

Introduces the student to a mastery of medical prefixes, suffixes, and roots in order to reach a comprehension of basic medical terms.

201-202. ADVANCED SHORTHAND I & II**(4; 4)**

Presupposes a complete mastery of shorthand theory and a reasonable degree of dictation and transcription ability. Skill in dictation speed and ability to produce mailable copy are perfected to meet the more demanding secretarial positions in business.

211-212. ADVANCED TYPEWRITING I & II**(2; 2)**

Develops to the highest degree typewriting speed and accuracy. Instruction is given in the arrangement of business correspondence, advance tabulations, manuscripts, statistical data, legal documents, and executive typewriting. Prerequisites: 111-112 or 113-114, or equivalent.

213-214. MEDICAL TYPEWRITING I & II**(2; 2)**

A second-year typewriting course specifically designed for the secretary who will be employed in a medical setting. Medical terminology, records, and forms emphasized. Practice to improve accuracy and speed. Required of all Medical Secretarial students. Open to Medical Assistant students. Prerequisite: 112 or 114.

218. LEGAL TERMINOLOGY AND TRANSCRIPTION**(2)**

Introduces the student to the most commonly used legal terms in the legal office of today. In addition, the student transcribes from tapes, various legal papers, forms, and correspondence.

226. PROFESSIONAL BOOKKEEPING**(3)**

This is a course designed to give the medical secretary and medical assistant an understanding of the theory of double-entry bookkeeping as it applies to records for professional people. The accounting cycle is developed on a cash approach for classes of income derived from services rendered. Special emphasis is given to proper recording of personal investments in real estate and stocks and bonds. For Medical Secretarial and Medical Assistant seniors only.

231-232. SECRETARIAL TRAINING I & II (2; 2)

This course is designed as a complete office-methods survey. The following topics are covered: English fundamentals and usage, personality and office etiquette, records control and indexing, planning itineraries, scheduling appointments, telephoning, interviewing office visitors, composing business letters, computer technology and its relation to the secretary, statistical information, planning for a professional career. A problem-solving approach is used by utilizing simulated office situations.

233. MEDICAL SECRETARIAL PRACTICE (3)

This course introduces the student to the qualifications required for medical secretarial/assistant work. Medical terminology, ethics, telephone technique, case histories, filing and machine transcriptions are stressed. Special emphasis is placed on a review of English grammar, letter writing, patients' records, and all routine office procedures required in a medical secretarial position. For Medical Secretarial and Medical Assistant seniors only.

237s. BUSINESS WORKSHOP (1)

This course is required of all second-year students enrolled in the Executive Secretarial or Administrative Assistant curricula. With special permission of the instructor seniors enrolled in typewriting courses may elect the course. The Workshop provides an acquaintance with transcription machines, calculators, and duplicating machines.

239. ELECTRONIC DATA PROCESSING (3)

The purpose of this course is to enable students to handle more efficiently any correspondence or job assignments for employers who are involved in the use of computers. It covers the history of the computer, input and output devices, number systems, symbols and flowcharts, storage, and concepts of programming. It is not intended to train computer operators, programmers, or system analysts.

241-242. MEDICAL TRANSCRIPTION I & II (1; 1)

After suitable instruction, the student will work independently, as well as under supervision, approximately 2 hours a week in the Machines Laboratory transcribing medical case histories and medical letters from all types of voicewriting machines used in the medical office: belt, disc, and tape-cassette models. Required in Medical Secretarial and Medical Assistant Programs; open to others with permission of instructor. Prerequisites: 111-112, or equivalent; and 134.

Physical Education

A student must satisfactorily complete eight (8) units of Physical Education for graduation. The Physical Education Department divides the academic year into four (4) quarters, with each quarter offering different units for credit. Credit for each unit, or units, is given on an attendance basis. When a student has completed at least 4 units, an S will appear as a semester grade. A total of two S's, representing 8 units of activity, must appear on her transcript for graduation. A student who is planning to transfer should consult the catalog of the transfer school to see what Physical Education transfer credit is required.

1 UNIT COURSE: Regular one hour class per week for a quarter.

- | | |
|------------------------------|-------------|
| Archery | Gymnastics |
| Badminton | Slimnastics |
| Basketball | Soccer |
| Dance (Modern, Jazz, Ballet) | Softball |
| Fitness Lab. | Tennis |
| Golf | Volleyball |

2 UNIT COURSES: Advanced skills requiring two or more hours per week for a quarter.

- | | |
|------------------------------|----------------|
| Basketball (Intercollegiate) | Dance Workshop |
| Canoeing — Crew | Riding |

A student in the Early Childhood Education, Physical Therapist Assistant, Medical Secretarial, Medical Laboratory Technician, Medical Assistant and Nursing curriculum is required to take First Aid (2 Units). (First Aid is given in quarters 2 & 3 only.) A student in the Early Childhood Education curriculum is required to take Dance Therapy.

Recreation Leadership

101-102. INTRODUCTION TO RECREATION I & II (3; 3)

A foundation in concepts, principles and information concerning the fundamentals of professional leadership in recreation, youth leadership and related fields of human services. The student is introduced to the significant resources in community recreation services.

103-104. RECREATION SKILLS I & II (2;2)

Required of all Recreation Leadership students, emphasis on varied skills needed in several different recreation settings. Specific emphases determined as student needs and interests suggest. Independent projects designed by the instructor and the individual student. Serves to fulfill physical education requirements.

Retailing/Merchandising

101. RETAIL ORGANIZATION (4)

Provides a basic analysis of principles of retail selling. The elements of sales are considered in

each of their respective categories. Application of sales practices is demonstrated through role playing and class discussion. Opportunity to demonstrate the principles of retail selling is provided through individual field work assignments in approved Boston and suburban department and specialty stores during the Christmas season.

102. PRINCIPLES OF RETAILING (3)

Each segment of retail store structure and operation is analyzed as related to the coordination and function of department store, discount house, branch and specialty stores. Designed to provide an insight into the functioning of each division and department within the entire retail structure.

106. FUNDAMENTALS OF FASHION AND DESIGN (3)

An understanding and appreciation of fashion and interior design from the past to the present is developed through the study of line, color, and form. Projects, lectures, and field trips stress the value of art in the retailing field. Open to all students.

201. RETAIL STORE PRACTICES (4)

Functional responsibilities of major divisions of retailing are analyzed and discussed through the use of case studies and class involvement. Attention will be focused on the differences in operational practices and procedures of department, specialty, branch and discount stores. Field work assignments in the Boston and New York areas are carefully prearranged to include meaningful responsibilities.

202. RETAIL MANAGEMENT PRACTICES (3)

Specific procedures and functions of divisions and departments within the retail store structure will be defined and analyzed in depth, included in this grouping are: 1. *Merchandising* — resources, stock control and budgets. 2. *Customer Services* — housekeeping, delivery, maintenance, telephone shopping, gift wrapping, travel bureau. 3. *Control* — financing, auditing, credit, I.B.M. and data processing. 4. *Publicity* — advertising, display, fashion shows. 5. *Personnel* — covering job evaluation, wage administration, employee relations, union contracts, and job performance. Evaluation of these functions will be equated to potential interests of students in preparing assignments.

207. MARKETING: PRINCIPLES AND METHODS (3)

Fundamentals of the nature of marketing will be presented and evaluated to specific functions and institutions. The market for consumer goods will be discussed and will include motivations, behavior, money and fashion. Emphasis placed upon marketing in relation to the retailing and wholesaling of consumer goods. Policies and practices as applied generally to marketing research will involve product development, selection, channels of distribution buying, physical distribution selling, and policies. Pricing under competitive conditions, social benefits of competition and government regulations.

209-210. RETAIL ADVERTISING AND SALES PROMOTION I & II (3; 3)

A basic course in the principles of advertising, sales promotion, publicity and public relations as related to retailing. Functions of the advertising department from the initial budgeting and planning stages through the execution of a complete campaign for all types of stores. Copywriting, art and layout, production, consumer behavioral objectives and research with detailed study of all media such as newspaper, radio and television, direct mail, outdoor, and transit. Other functions including pricing practices, window and interior display as coordinated with retail practices explained.

215. PERSONNEL MANAGEMENT (3)

Factual presentation and discussion of personnel management within the structure of the business organization. Its purpose and specific functions presented and evaluated. Case studies used in developing discussion within each area of responsibility. Also the role of labor relations in the personnel structure defined and analyzed.

216. EMPLOYEE RELATIONS (3)

Subject will be approached as it pertains to the anticipated responsibility of the junior executive in the supervision of personnel. Functions of the executive will be analyzed and discussed. In developing responsibility, the class will participate in role playing, sensitivity discussion and analyzing employee relations, issues and problems.

Science and Mathematics

BIOLOGY

101-102. PRINCIPLES OF BIOLOGY I & II* (4; 4)

To develop an appreciation of the patterns of functioning of living organisms at all levels and the variety of life. Consideration given to: the fundamentals of plant and animal cell activities, the organ systems that are integrated to form the adult human organism, the major groups of plants and animals, and the basic principles of inheritance, evolution and ecology. Elective course.

103. HUMAN BIOLOGY* (4)

A study of the activities that are characteristic of living matter within the human body. Emphasis placed on the relationship of various systems to each other and to the human beings as a whole in health and disease. Elective course.

104. HUMAN REPRODUCTION* (3)

The hormonal, anatomical and physiological aspects of the reproductive process in the male and female related to present day problems of fertility and sterility, of population control and contraception, and of childbirth and abortion. Required in Medical Assistant Program. Elective course.

105-106. ANATOMY AND PHYSIOLOGY I & II* (4; 4)

A comprehensive study of the human body by systems in order to gain some understanding of its

basic mechanisms and functions. Required for all students enrolled in the Medical Laboratory Technician Program, Physical Therapist Assistant Program, Medical Assistant Program and Nursing Program. Open to students as an elective course.

107s. MICROBIOLOGY* (4)

A study of the structure and function of the different groups of microorganisms and their role in health and environment. Emphasis placed on the human pathogenic microorganisms — how to grow, observe and identify them. The interactions between man and microbes is examined with reference to immunology and antibiotics. Required in the Nursing and Medical Laboratory Technician Programs; open to other students as an elective course. Prerequisite: one year of College Biology (Bio. 101-102, 103-104, or 105-106) or permission of instructor.

109. INTRODUCTION TO HEALTH SCIENCES (2)

Contains a brief history of medicine, medical law and ethics, communication, aging, death, and dying. The role of the allied health worker in today's society emphasized throughout. Required in the Medical Assistant Program. Open to all students as an elective.

110. PRINCIPLES OF NUTRITION (3)

Includes studying nutrients, evaluating menus, planning menus, and eating habits. Focus on modified diets and the influence of culture and economic factors. Discussions on the nutritional needs of the various age groups in the life cycle. Required in Medical Assistant Program; open to other students as elective course.

201. PHARMACOLOGY (2)

Introduction to medication therapy. Focuses on drug laws, definitions, modes of administration and interaction of drugs. How medications affect the system of the body and drug doses. Required in Medical Assistant Program; open to other students as elective course.

212. GENETICS* (3)

An introduction to classical Mendelian inheritance and current molecular genetics with consideration at human clinical problems. Prerequisite: One year of college biology or permission of the instructor. Elective course.

300-301. SEMINAR* (See page 19) (3; 3)

CHEMISTRY

101-102. COLLEGE CHEMISTRY I & II* (4; 4)

Chemistry 101 presents the fundamental laws of chemistry; properties of solids, liquids and gases; atomic and molecular structures. Chemistry 102 presents a detailed treatment of chemical equilibria in aqueous solution, including acid-based theory, pH, and buffers. In addition, electrochemistry and an introduction to the molecules of organic chemistry and biochemistry are discussed. Prerequisite: High school algebra. Required in Medical Laboratory Technician Program; open to other students as an elective course.

201. CLINICAL CHEMISTRY TECHNIQUES (4)

The student will become familiar with and develop proficiency in techniques practiced in clinical chemistry laboratories. Theory will be introduced to give the student a greater understanding of the bases of the techniques. Laboratory sessions will stress applications of these techniques and the use of equipment and instruments. Prerequisite: Chemistry 102 or permission of the instructor. Required in Medical Laboratory Technician Program.

MATHEMATICS

101-102. ELEMENTS OF MATHEMATICS I & II (3; 3)

Particularly appropriate for the prospective elementary school teacher who will find herself teaching the "new math." In order to obtain an understanding of the foundations of mathematics, the concepts and structures of various number systems are studied, including such topics as deductive reasoning as applied to set theory; the arithmetic of whole numbers, rational numbers, real numbers, and nondecimal numeration systems; and the basics of geometry. Use is made of materials currently available in the elementary school room to demonstrate and reinforce the concepts presented. Elective course.

103. ELEMENTARY FUNCTIONS* (3)

In this course the student can reinforce her knowledge of advanced algebra. The techniques of algebra and coordinate geometry are used to analyze the elementary functions: Polynomial and rational functions, exponential functions, logarithmic functions, trigonometric functions, and functions of two variables. Elective course.

105-106. INTRODUCTORY MATHEMATICS I & II* (3; 3)

To familiarize the student with how mathematics is used in the fields of business, the social sciences, the allied health fields, and the physical sciences. Designed to acquaint the student with many new and exciting uses of mathematics, as well as to remedy any mathematical deficiencies. The topics considered include the use of tables, estimations, percentages, logic, probability, matrices, and statistics. Elective course.

107. INTRODUCTION TO STATISTICS* (3)

An interdisciplinary approach to statistical methods is used. Topics such as means and dispersion, probability and frequency distributions are presented. Examples are used from science, the humanities and business. Required in Medical Laboratory Technician Program; open to other students as an elective course.

202. CALCULUS* (3)

Provides an introduction to the calculus of a single function of a single real variable. Topics considered are analytic geometry, limits, continuity of functions and techniques, and application of differ-

entiation and integration of algebraic and transcendental functions. Prerequisite: Math 103 or equivalent; or permission of instructor. Required in Medical Laboratory Technician Program; open to other students as an elective course.

MEDICAL ASSISTANT

202. BIOLOGICAL BASIS OF DISEASE

(3)

Discussion of some of the more common diseases encountered in a clinical situation. Emphasis placed on clinical symptoms, pathology, causes, patient handling and treatment. Drugs used in treatment and the uses and misuses of pharmaceuticals. Prerequisites: Biology 106, Medical Assistant 209 and Office Administration 233. Required in Medical Assistant Program; open to other students as an elective course.

204s. MEDICAL LABORATORY TECHNIQUES

(4)

An introduction to the routine procedures commonly employed in the medical laboratory or physician's office. Included: urinalysis, hematology (normal and pathological), blood typing, gastric analysis, spinal fluid and fecal examination, EKG, and routine X-ray procedures. Emphasis placed on the theoretical background and practical application of the material studied. Prerequisites: Biology 106 or Biology 103. Required in Medical Assistant and Medical Secretarial Programs.

209. MEDICAL ASSISTANT TECHNIQUES

(3)

Offered first semester of senior year to senior Medical Assistants and will include clinical procedures used by a medical assistant in a doctor's office or clinic. Includes the importance of sterile technique, the principles of medication, assisting in minor surgery, the taking of vital signs, and dealing with situations where tact and understanding are necessary. Prerequisites: Biology 105-106, 109. Required in Medical Assistant Program.

214. MEDICAL ASSISTANT EXTERNSHIP

(5)

Supervised clinical experience assigned in affiliated doctors' offices and clinics for two full days, plus weekly seminars. Prerequisites: Biology 105-106, Medical Assistant 204, 209. Required in Medical Assistant Program.

MEDICAL LABORATORY TECHNICIAN

108. CLINICAL MICROBIOLOGY TECHNIQUES

(1)

Emphasis placed on diagnostic microbiology — the collection and processing of clinical specimens. Quality control in the clinical laboratory included.

109. CLINICAL LABORATORY TECHNIQUES I

(4)

Includes Hematology-normal and abnormal. Lecture/Laboratory. Required in the Medical Laboratory Technician Program.

110. CLINICAL LABORATORY TECHNIQUES II

(2)

Includes Immunology, Immunohematology, and Blood Banking with an introduction into the basics of serology. Lecture/Laboratory. Required in the Medical Laboratory Technician Program. Prerequisite: 109.

111. CLINICAL LABORATORY TECHNIQUES III

(1)

Includes the entire process of Hemostases and Coagulation, Fibrinolysis and Anticoagulant Therapy. Lecture/Laboratory. Required in the Medical Laboratory Technician Program. Prerequisite: 109.

206. CLINICAL LABORATORY ROTATIONS A,B,C

(5; 5; 5)

Supervised clinical experience assigned in an affiliated hospital or medical laboratory under the supervision of a medical technologist or pathologist. The rotation schedule provides experience in the following departments: blood banking, chemistry, hematology, microbiology, serology, urinalysis. Assignments made by the coordinator of the program. One rotation held during the first part of summer between the freshman and senior years. Prerequisites: Biology 106, 107, Medical Laboratory Technician 109, 110, 111, Chemistry 102. Required in Medical Laboratory Technician Program.

209. CLINICAL LABORATORY TECHNIQUES IV

(1)

Includes an in depth look into the physiology of the kidney; how urinary components are formed — macroscopic and microscopic observations of normal and abnormal patients. Lecture/Laboratory. Required in the Medical Laboratory Technician Program. Prerequisite: Medical Laboratory Technician 111.

210. CLINICAL LABORATORY TECHNIQUES V

(1)

An advanced course in Immunology and Serology with special emphasis on serology procedures encountered in the clinical laboratory. Lecture/Laboratory. Required in the Medical Laboratory Technician Program. Prerequisite: 209.

211. CLINICAL LABORATORY TECHNIQUES VI

(1)

An overview of the subjects the Medical Laboratory Technician student has been studying in clinical experiences. Microbiology, Clinical Chemistry, Hematology and Urinalysis reviewed. Special emphasis placed on how to prepare and study for the registry exams. Prerequisite: 209.

PHYSICAL SCIENCE

101-102. PHYSICAL SCIENCE I & II*

(3; 3)

Provides the nonscience major with an introduction to the principles governing the physical world that surrounds us all. Since experimentation is an important part of any scientific endeavor, personal experience with experiments to investigate topics such as energy, matter, light, electricity, and magnetism is emphasized. Required in Physical Therapist Assistant Program; open to other students as an elective course.

PHYSICAL THERAPIST ASSISTANT

101. PHYSICAL THERAPIST ASSISTANT I (4)

Body mechanics. Bed mobility. Positioning. Transfers. Introduction to therapeutic exercise. Corequisites: Bio 105, PTA 102. Program majors only.

102. PHYSICAL THERAPIST ASSISTANT II (2)

Orientation to the Program. Introduction to physical therapy and the contribution of the physical therapist and physical therapist assistant. Introduction to concepts and systems of health care. Medical terminology. Anatomy and physiology for physical therapist assistants. Medical/surgical conditions module 1. Corequisites: Bio 105, PTA 101. Program majors only.

103. PHYSICAL THERAPIST ASSISTANT III (2)

Therapeutic exercise cont. Seminar in preparation for Clinical Experience I. Prerequisites: Bio 105, PTA 101, PTA 102. Corequisites: Bio 106, PTA 104. Program majors only.

104. PHYSICAL THERAPIST ASSISTANT IV (2)

Vital signs and uses. Tilt Table. Ambulation. Principles of teaching and learning. Introduction to response to illness and patient-helper interaction. Medical terminology cont. Anatomy and physiology for physical therapist assistants cont. Medical/surgical conditions module 2. Prerequisites: Bio 105, Psy 201s, PTA 101, PTA 102. Corequisites: Bio 106, PTA 103, Psy 202s. Program majors only.

105. CLINICAL EXPERIENCE 1 (Summer Session Course) (3)

Clinical experience under the supervision of a registered physical therapist. Prerequisite: Satisfactory completion of all Semester I and II courses. Program majors only.

201. PHYSICAL THERAPIST ASSISTANT V (4)

Therapeutic exercise cont. Normal and abnormal motor development. Concepts of evaluation. Tests and measurements. Prerequisites: Satisfactory completion of first year. Corequisites: PTA 202, PTA 211. Program majors only.

202. PHYSICAL THERAPIST ASSISTANT VI (2)

Respiratory physical therapy. Stress relaxation techniques. Asepsis. Advanced activities of daily living. Orthotics. Prosthetics. Medical/surgical conditions module 3. Prerequisites: Satisfactory completion of first year. Corequisites: PTA 201, PTA 211. Program majors only.

203. PHYSICAL THERAPIST ASSISTANT VII (2)

Therapeutic exercise cont. Seminar in preparation for Clinical Experience I and II. Prerequisites: PTA 201, PTA 202, PTA 211. Corequisites: PTA 204, PTA 205. Program majors only.

204. PHYSICAL THERAPIST ASSISTANT VIII (5)

Procedures used for relief of pain and improvement of tissue nutrition. Prerequisites: Phy Sci 101, PTA 201, PTA 202, PTA 211. Corequisites: PTA 203, PTA 205. Program majors only.

205. PHYSICAL THERAPIST ASSISTANT IX (2)

Response to illness and patient-helper interaction cont. Concepts and systems of health care cont. Organization and administration. Legal considerations in physical therapy practice. Documentation. Medical laboratory tests and implications. Pharmacology. Medical/surgical conditions module 4. Prerequisites: Psy 212, PTA 201, PTA 202, PTA 211. Corequisites: PTA 203, PTA 204. Program majors only.

206. CLINICAL EXPERIENCE II (3)

Clinical experience under the supervision of a registered physical therapist. Prerequisites: Satisfactory completion of all Semester I and II courses. Program majors only.

207. CLINICAL EXPERIENCE III (3)

Clinical experience under the supervision of a registered physical therapist. Prerequisites: Satisfactory completion of PTA 206. Program majors only.

211. KINESIOLOGY (2)

Function of musculoskeletal system and application to patient related activities. Prerequisites: Satisfactory completion of first year. Corequisites: Phy Sci 101, PTA 201, PTA 202. Program majors only.

Social Relations

ANTHROPOLOGY

131s. INTRODUCTION TO ANTHROPOLOGY* (3)

A comprehensive survey of the origins of present-day man with emphasis on the cultural uniformity which unites all people as well as the cultural diversity which distinguishes one people from another. A cross-cultural understanding and appreciation of pre-literate groups, as well as today's emerging societies all over the world.

PSYCHOLOGY

201s. INTRODUCTORY PSYCHOLOGY* (3)

To enable the student to understand and apply basic knowledge of human behavior. While investigating such areas as learning theory, perception, motivation, individual differences, personality traits, the student can integrate classical theories with contemporary issues in the field.

202s. PSYCHOLOGY OF PERSONALITY* (3)

Designed to introduce the student to a variety of the most important theories of personality, i.e., Freud, Jung, Adler, Rogers, and others. In addition, considerable emphasis on developing insight and self-awareness on the part of the student. Case studies are examined with the intent of making theories more practical and useful, and with the hope that they will foster more understanding and awareness of the personalities of others. Prerequisite: 201s.

204s. CHILD PSYCHOLOGY***(3)**

Focuses on the development of the child's personality prior to adolescence. The principles and concepts of child psychology are supported by research evidence and are drawn from the major theoretical viewpoints about early personality formation. While normal developmental patterns and preventive aspects are central, the student will investigate some areas of psychopathology, play therapy, familial influences, and prenatal care. Prerequisite: 201s.

210. ABNORMAL PSYCHOLOGY***(3)**

Offers an examination of the wide range of personality and behavioral disorders. Both traditional and contemporary theories of psychopathology are reviewed. Emphasis is also placed on the tools, techniques, and process of both the diagnosis and the treatment of various disorders. Prerequisite: 201s and permission of the instructor.

211s. ADOLESCENT PSYCHOLOGY***(3)**

Attempts to create an understanding of the meaning of adolescent behavior. Students examine Freud, Erikson, Sullivan and other relevant theorists, applying these theories to case studies to discover how such viewpoints illuminate adolescent behavior. Materials from anthropology and sociology constitute a minor theme of the course, since a study of the meaning of adolescent behavior must include recognition and the larger society in determining the adolescent experience. Prerequisite: 201s.

212. PSYCHOLOGY OF THE LIFE SPAN***(3)**

Investigates the progressive unfolding of the person through the life span. The approach is integrative in terms of following developmental principles as they pervade and influence the individual from conception through old age. Consideration will be given to both the building blocks of personality and to the dynamic variables which emerge as one moves into new stages of maturation. Prerequisite: 202s or 204s (taken previously or concurrently) or written permission of the instructor.

213. INTRODUCTION TO HUMAN SERVICES**(3)**

A critical examination of the psycho-social aspects of selected problems and issues in the field of human services. An introduction to the techniques and programs currently utilized in the community and their particular use of paraprofessional assistance. Involves both didactic and field experiences.

214, 215, 216. SUPERVISED FIELD PLACEMENT AND SEMINAR I & II & III**(6; 6; 6)**

Designed for students in the Human Services Program, it provides the students with the opportunity to experience field work. Training in the skills by which students can offer direct and indirect assistance to the client population is provided.

218s. DYNAMICS OF SMALL GROUPS***(3)**

Focus is upon class itself (as a small group) as it unfolds through the semester. The objective is to engender a basic understanding of the nature of a group, inter-personal relations within it, varieties of leadership, goal-setting, decision-making communication networks, and techniques of observing and analyzing group process. Prerequisites: Sociology 111s or Psychology 201s and written consent of the instructor.

220. PSYCHOLOGY OF DREAMING**(3)**

The phenomenon of dreaming approached from several eclectic perspectives: Jungian analysis of dream symbols; the relevant aspects of Freudian theory; Gestalt principles as applied to the dream; experimental research on dreaming; dreaming as a therapeutic tool; dream analysis for deepening self-knowledge. Each student will be required to keep a dream journal, and several techniques will be taught to help the student remember and analyze her own dreams. Students will be encouraged to share dreams in class, help each other decode dream symbols, and study some of the universal themes that emerge. Prerequisite: 201.

222. SMALL GROUP FACILITATION TECHNIQUES AND THEORY**(3)**

As the follow up for Dynamics of the Small Group, focuses on the application of constructs learned in the earlier course. Participants will be trained in leadership effectiveness and group facilitation theory and techniques. The history of "small group movement" will be integrated into the theoretical aspects of the course. Students will be exposed to methods of assessing group needs and ways of utilizing the resources of various groups to best meet those needs. Directed research into areas of individual specialty will also be shared for critique and refinement. Evaluation will be measured in terms of individual competency as reflected by self-criticism, peer-feedback, and instructor critique. Prerequisite: Psychology 218 or Sociology 218.

223. COMMUNITY RESOURCES**(3)**

Explores the framework from which the present day network of public and private agencies operate. Students become familiar with the relationship of forces within the community which lead to policy establishment and modification. Board, administrative, and staff interactions are explored and visits to community agencies are utilized to sharpen the student's critical abilities and knowledge through experiences with actual operation of services.

224. NATURE AND NEEDS OF THE MENTALLY RETARDED***(3)**

Designed to give students a working knowledge of the diagnosis and etiology of mental retardation and of the rehabilitation and training of the mentally retarded. Attitudes of the family and community toward the mentally retarded are discussed. Pertinent reading and field visits help accomplish course objectives.

225. HUMAN SEXUALITY***(3)**

The focus is the psycho-social aspects of human sexuality. To that end, the course integrates psychological, sociological, and medical dimensions. Specific content areas include: normal psychosexual development, variations and deviations, sexual dysfunction, fertility and its related problems, and sex role options.

227. PRINCIPLES AND APPLICATION OF BEHAVIOR MODIFICATION (3)

Reviews learning theory with special emphasis on operant and classical conditioning. Principles of behavior discussed including procedures for establishing, maintaining, and modifying behavior to assist human service workers in dealing with the mentally retarded, emotionally disturbed, and other handicapped populations. Current role of behavior modification in health, education, and social science is explored. Prerequisite: 201.

301-302. SEMINAR* (See page 19) (3; 3)

SOCIOLOGY

111s. INTRODUCTORY SOCIOLOGY* (3)

An introduction to the study of sociology which focuses on the inter-relationships of groups, social institutions, and social organization. An analysis of contemporary American culture gives the student perspective on her own position and attitudes toward society.

112s. SOCIAL PROBLEMS* (3)

A study of those conditions and issues which result in tension and disorder, the punishment of individuals for deviation from societal norms, or deprivation of society's rewards from oppressed minority groups. Examples are usually drawn from American society. Areas studied may include the oppression of minority peoples, such as blacks, Indians and women, attitudes toward deviant behavior such as homosexuality, drug addiction, and alcoholism, and global problems, such as violence, crime, poverty, or war. Prerequisite: 111s.

214s. SOCIOLOGY OF THE FAMILY* (3)

A broad examination of the family as process and institution through the development of an analytic and critical perspective of the family in its changing environment. Areas of examination include the family in class and culture context, the family and the individual student, changing sex attitudes and behavior, the questions of female role and identity raised by the feminist movement, contemporary alternatives to conventional family structure as communal living and cohabitation, mate selecting, family planning, problems of overpopulation, divorce, and the aged. Prerequisite: 111s.

217. SOCIOLOGY OF WOMEN* (3)

An analysis of the position of women in the United States from historical, biological, psychological and sociological perspectives. Some areas of concentration are: the suffrage movement, socialization and education of women, working women, black women, portrayal of women in the media, marriage and motherhood, and the Women's Liberation Movement. Prerequisite: 111s.

218s. DYNAMICS OF SMALL GROUPS* (3)

Focus is upon class itself (as a small group) as it unfolds through the semester. The objective is to engender a basic understanding of the nature of a group, inter-personal relations within it, varieties of leadership, goal-setting, decision-making, communication networks, and techniques of observing and analyzing group process. Prerequisites: Sociology 111s or Psychology 201s and written consent of the instructor.

220. SOCIOLOGY OF HEALTH CARE* (3)

A survey of various issues related to the delivery of medical care in the United States. The roles of physicians, nurses, allied health workers, medical schools, and hospitals discussed. Alternative ways of financing and providing health care. Emphasis on problems in health care delivery.

301-302. SEMINAR* (See page 19) (3; 3)

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KEITH G. WILLOUGHBY, Waban, Massachusetts

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Graduate Study, University of Chicago
Lasell, 1971-
- Associate Professor of Psychology*
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- Instructor in Sociology*
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- Instructor in Nursing*
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- Instructor in Science*
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- Lecturer in Nursing*
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- Assistant Professor of Retailing,
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and Physical Education*
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Instructor in Psychology
- ROSARIE DUCEY, R.N., B.S.N.
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Professor of Office Administration
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 Graduate Study, Boston University,
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- SYLVIA B. GOODMAN, B.S., M.Ed. *Professor of Science*
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 Lasell, 1965-
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- ERVIN H. HOFFART, B.S., M.A. *Associate Professor of Science*
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 Graduate Study, Stanford University,
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- IRENE JACKMAUH, B.S., M.Ed. *Assistant Professor*
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Chairman of Computer Science
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Assistant

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- BARBARA M. LONG, B.S., M.Ed. *Associate Professor of Economics*
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M.S.W., Rutgers University
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P.N.P., Northeastern University
F.N.P., Worcester Hahnemann
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M.A., Teachers College, Columbia University
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- MURIEL S. SHEPPARD, B.S. in Ed., M.S. in Ed.
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M.S. in Ed., Wheelock College
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Ed.M., Harvard University
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B.S., Boston University
M.S.N., Boston University
Lasell, 1968-
Associate Professor of Nursing

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B.A., Boston University
Ed.M., Boston University
Ed.D., Boston University
Lasell, 1974-
*Assistant Professor of Psychology,
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B.S., Boston College
Lasell, 1976-
Instructor in Nursing
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Lasell, 1980-
*Instructor, Program Director,
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M.A., Baylor University
International Summer School,
Trinity College, Dublin
Kings College, Cambridge University
Lasell, 1965-
*Professor of English,
Chairman of English Department*
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B.A., Yale College
Graduate Study, Oxford University,
Harvard University, Longy School of Music
Lasell, 1957-
Professor of Music
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B.A., University of Mississippi
M.A., Indiana University
Ph.D., Ohio State University
Lasell, 1980-
Instructor in Science
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B.S., Bowling Green State University
Lasell, 1946-
*Associate Professor of Physical
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B.S. in B.A., Suffolk University
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- JANET WILSON, A.S.
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- ELIZABETH WINTER, A.A., B.A., M.B.A.
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B.A., Newton College
M.B.A., Babson College
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Lecturer in Accounting
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B.S., Boston College
M.Ed., Boston University
Ed.D., Boston University
Lasell, 1977-
*Assistant Professor of
Psychology*

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Boston City Hospital	
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PATRICIA DALY, C.L.C. (N.C.A.)	Hematology Instructor
MAUREEN DENNEHY, M.T.	Blood Bank Instructor
EILEEN GROGAN, M.T.	Blood Bank Instructor
JUDY SULLIVAN, M.T.	Hematology Instructor
Brookline Hospital	
TERRI CAWLEY, C.L.A. (A.S.C.P.)	Hematology Instructor
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IDA MITCHELL, M.T. (A.S.C.P.)	Microbiology Instructor
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PAM TOWNE, C.L.A. (A.S.C.P.)	Chemistry Instructor
Jew England Sinai Hospital	
ILLIAM A. THOMPSON, B.S., R.M. (A.A.M.)	Microbiology Instructor
Smith Kline Clinical Laboratories	
PATRICK J. BURNS, B.A., M.S., M.T. (A.S.C.P.), C.L.S. (N.C.A.)	Chemistry Instructor
UDITH A. FRICOT, M.T. (A.S.C.P.)	Chemistry Instructor
Waltham Hospital	
MARYELLEN BAKER, M.T. (A.S.C.P.)	Hematology Instructor
JAMES BISHANA, M.T. (A.M.T.)	Hematology Instructor
CAROLYN BISHOP, M.L.T. (A.S.C.P.)	Chemistry Instructor
MAUREEN CAMPBELL, M.T. (A.S.C.P.)	Microbiology Instructor
JANCY D'AMICO, M.T. (A.S.C.P.)	Hematology Instructor
DONNA DEFINO, M.L.T. (A.S.C.P.)	Chemistry Instructor
JOIS HAMILTON, M.T. (A.S.C.P.)	Microbiology Instructor
JEANNE HUDSON, M.T. (A.S.C.P.)	Microbiology Instructor
EVA M. MAFERA, M.L.T. (A.S.C.P.)	Microbiology Instructor
PATRICIA McNAUGHTON, M.T. (A.S.C.P.)	Chemistry Instructor
MARGARET PAPALIA, M.T. (A.S.C.P.)	Blood Bank Instructor
MARGARET SANTANGELO, M.T. (A.S.C.P.)	Chemistry Instructor
MARIE VISCOGLIOSI, M.T. (A.S.C.P.)	Microbiology Instructor
PAULA WALSH, C.L.A. (A.S.C.P.)	Blood Bank Instructor
PAMELA YEADON, M.T. (A.S.C.P.)	Chemistry Instructor

Physical Therapist Assistant Program

Children's Hospital Medical Center	
CHRISTINE PLOSKI, R.P.T.	Clinical Coordinator
Framingham-Union Hospital	
DONNA McCARTHY, R.P.T.	Clinical Coordinator
Greenery Nursing Home	
JINDA WHELAN, R.P.T.	Clinical Coordinator

Hardy Physical Therapy Rehabilitation Services	
TERRY HARDY, R.P.T.	Director and Clinical Coordinator
Hebrew Rehabilitation Center for Aged	
ARLENE LEISMAN, R.P.T.	Clinical Coordinator
Huntington General Hospital	
NICHOLAS LAMBERTI, R.P.T.	Director of Physical Therapy and Clinical Coordinator
Jewish Memorial Hospital	
RHONA SELKOWITZ, R.P.T.	Clinical Coordinator
Lahey Clinic Medical Center	
DIANE FITZPATRICK, R.P.T.	Clinical Coordinator
Lakeville Rehabilitation Hospital	
ELEANOR McQUEENY, R.P.T.	Director of Physical Therapy and Clinical Coordinator
Lemuel Shattuck Hospital	
MARY SULLIVAN, R.P.T.	Clinical Coordinator
Malden Hospital	
ANDREA SWEED, R.P.T.	Clinical Coordinator
Massachusetts Rehabilitation Hospital	
EILEEN KELLY, R.P.T.	Clinical Coordinator
Melrose-Wakefield Hospital	
MARTHA GRASSI, R.P.T.	Clinical Coordinator
New England Deaconess Hospital	
SALLY BOOTH, R.P.T.	Clinical Coordinator
Newton-Wellesley Hospital	
PEGGY SISCOE, R.P.T.	Clinical Coordinator
Norwood Hospital	
ANN TAUBMAN, R.P.T.	Clinical Coordinator
St. John of God Hospital	
EILEEN POPE, R.P.T.	Director of Physical Therapy and Clinical Coordinator
St. Joseph's Hospital	
DEBORAH STANISEWSKI, R.P.T.	Clinical Coordinator
University Hospital	
PATRICIA MURPHY, R.P.T.	Clinical Coordinator
V.A. Medical Center, West Roxbury	
MARILYN DONNELLY, R.P.T.	Clinical Coordinator
Wrentham State School	
BABETTE DOUGLAS, R.P.T.	Clinical Coordinator

LASELL JUNIOR COLLEGE
NEWTON, MASSACHUSETTS 02166

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PERMIT NO.104

Lasell College

1984 - 1985



**Lasell
Educates Women
Today for Tomorrow**

**Accreditation:**

Lasell Junior College is accredited by the New England Association of Schools and Colleges, Inc.

Member of:

Association of Independent Colleges and Universities in Massachusetts

National Council of Independent Junior Colleges

The American Council on Education

The College Entrance Examination Board

National Commission on Accrediting

LASELL JUNIOR COLLEGE

Founded in 1851 as Lasell Seminary



1983-1984

1844 COMMONWEALTH AVENUE
NEWTON • MASSACHUSETTS 02166
(617) 243-2000

ADMINISTRATIVE OFFICERS

President.....	Peter T. Mitchell
Dean of Academic Affairs.....	Gerald Bazer
Dean of Students.....	Helen R. Wallstrom
Dean of Admissions.....	Paul J. Lynskey
Dean of Administration/Finance.....	Elizabeth Winter
Director of External Affairs.....	Bonnie Bortle

Lasell Junior College admits students of any age, race, color, national and ethnic origin, and handicap to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, race, color, national or ethnic origin, or handicap in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.

Lasell Junior College does not discriminate on the basis of sex in the admission of individuals to its Nursing Program. All such individuals are due all rights and privileges under college rules and regulations.

Furthermore, the College subscribes fully to all federal and state legislation prohibiting discrimination against applicants, faculty and all other employees for reasons of age, race, color, national and ethnic origin, sex, or handicap.

Lasell Junior College reserves the right to change the contents of this catalog without prior notice.

Visitors to the College are always welcome. The administrative offices at 1844 Commonwealth Avenue, Newton, are open Monday through Friday from 9 a.m. to 4 p.m. all year (except holidays) and until 12 noon on Saturday during the college year. It is requested that personal interviews be arranged in advance by letter or telephoning: 617-243-2225, or the main College switchboard, 617-243-2000.

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LASELL JUNIOR COLLEGE CALENDAR 1983-1984

1983

SEPTEMBER	10	Saturday	New Students Arrive
	12	Monday	Registration for All Students
	13	Tuesday	Classes Begin
OCTOBER	10	Monday	No Classes, Columbus Day
	28	Friday	First Quarter Ends
NOVEMBER	22	Tuesday	Thanksgiving Recess Begins After Last Class
	28	Monday	Classes Resume, Retail Field Work Begins
DECEMBER	16	Friday	Last Day of Classes
	17	Saturday	Reading Period
	18	Sunday	Reading Period
	19	Monday	First Day of 1st Semester Exams
	21	Wednesday	Last Day of 1st Semester Exams
	22	Thursday	Retail Field Work Ends

1984

JANUARY	23	Monday	Winter Recess Ends, Registration
	24	Tuesday	First Day of Classes
FEBRUARY	20	Monday	No Classes, Washington's Birthday
MARCH	9	Friday	Spring Recess Begins, Quarter Ends
	19	Monday	Spring Recess Ends
MAY	4	Friday	Last Day of Classes
	5	Saturday	Reading Period
	6	Sunday	First Day of 2nd Semester Exams
	8	Tuesday	Last Day of 2nd Semester Exams
	13	Sunday	Commencement
	21	Monday	Summer Medical Laboratory Technician Program, Summer Physical Therapist Assistant Program Begin
JUNE	4	Monday	Summer Nursing Program Begins
	15	Friday	Summer Physical Therapist Assistant Program Ends
JULY	13	Friday	Summer Medical Laboratory Technician Program Ends
	28	Saturday	Summer Nursing Program Ends

Marlin Pool Supply & Service

Roy Martin's had a long connection with things watery. After the Ramsey school system and Stevens Institute of Technology, there was the U.S. Merchant Marine Academy and service in the U.S. Navy. And then 35 years in the construction and swimming pool business. Marlin Pool Supply & Service Co. has been a fixture on Rt. 1 N for 20 years. In between pools, Roy's worked on the Sunday school building for Westside Presbyterian Church in Ridgewood and Denison states in Saddle River. Roy and his wife have lived in Saddle River for almost 30 years and watched their family grow to include five children and four grandchildren. Roy likes saltwater fishing, boating and scuba diving and spends time with other members of the Ridgewood Rotary Club and the Ramsey Masonic Lodge.



Roy Ivar Martin

Thursday, June 14, 1984 • THE TOWN JOURNAL

Business Men In Business Men In Business Men In

The Leading Man and Woman

16 Chestnut Ridge Rd., Montvale, N.J. *391-7446

LC's Woodhouse

168 W. Crescent Ave., Allendale, N.J. *825-3322

Marlin Pool Supply & Service

506 Route 17N., Ramsey, N.J. *327-6000

Marquis Jewelers

50 E. Main St., Ramsey, N.J. *327-4259

Marron Brothers Realty Corp.

118 Route 17N., Upper Saddle River, N.J. *327-4000

Montvale Gourmet Delicatessen

Chestnut Ridge Shopping Center, Montvale, N.J. *573-0370

General Information

The College

Lasell was founded in 1851 by Edward Lasell as a school for the advanced education of young women. In 1921, the school was transferred from private ownership to a new corporation organized under the law governing non-profit educational institutions. The certificate of organization issued by the Commonwealth of Massachusetts named the new corporation as "Lasell Seminary," and the agreement of association that established the corporation declared its purpose to be "maintaining a school for women and a junior school and other educational activities." On March 7, 1932, by enactment of the Massachusetts Senate and House of Representatives in General Court, the name of the corporation was changed to Lasell Junior College. An act of April 14, 1943, specifically authorized the College to grant the degrees of Associate in Arts and Associate in Science.

As an independent junior college offering both transfer and career programs, Lasell has accepted certain objectives clearly identified with its choice of programs — namely, to provide those students who intend to continue their formal education beyond the two-year course of study with a coherent academic program that will prepare them for admission, with advanced standing, to appropriate four-year colleges; to provide those students who intend to enter certain vocations the educational experience required for success in those vocations; and to provide those students who desire only two years of collegiate education or who have clearly defined educational, professional, or vocational goals beyond the junior college experience with studies that will help them to develop their full human potential.

As a predominantly residential two-year college, Lasell seeks to provide its students with the experience of living in a community organized around a central educational purpose and giving appropriate attention to the social, political, and cultural demands and interests of the larger community. To help the students get the greatest benefit from this experience, the college puts a high premium on the teaching excellence of its faculty, on a favorable faculty-student ratio, on the provision of effective advising and counseling services, and on the kind of administrative support that will promote student fulfillment.

The Campus

Location

The College is located in the village of Auburndale, a part of the suburban city of Newton. Trains, buses, rapid transit (M.B.T.A.) and local taxis afford convenient access to Boston. Trains for New York and the West stop at nearby Station #128. Boston's Logan International Airport is less than a half hour away from the College. The campus is located one and one-half miles from circumferential Route 128 (exit Route 30, east) at the junction of the Massachusetts Turnpike.

The grounds of the College encompass approximately sixty acres which, for the most part, lie along Woodland Road and adjoining streets. The spacious green lawns provide an attractive setting for the more than thirty buildings which comprise the College's physical plant. There are pleasant walks in the residential neighborhood; and the recreation field, the Charles River, Haskell Pond and five tennis courts afford abundant opportunity for healthful outdoor activity.

Buildings

The offices of administration are located in three buildings, Irwin, Potter, and Haskell. At these addresses are the offices of Admissions, the Comptroller, the Registrar, the Deans, the President, the Alumnae Association and the Director of Financial Aid.

The fourteen dormitories are homelike, well-arranged, and thoroughly comfortable. The dormitories include Carpenter, Converse, Gardner, Karandon, Pickard, Blaisdell, Vista, Chandler, Briggs, Nason, Ordway, New Dorm, McClelland, and Woodland. The dining facilities are in Woodland Hall.

Winslow Hall, an auditorium-gymnasium, combines facilities for dramatics and college assemblies, receptions, dances, musical events and the physical education program.

Wass Science Building has been in use since 1955. This modern, three-story structure houses general classrooms and well-equipped laboratories for anatomy, biology, chemistry and physical science. Rockwell Hall accommodates the Child Study Center. Priscilla Alden Wolfe Hall, completed in 1963, provides nine classrooms for the Secretarial Department, an audiovisual aids room, and five classrooms for general use.

Carter Hall, a charming Victorian building, has been completely renovated and equipped as a fine arts center. It includes modern studio facilities for painting, photography, jewelry and ceramics.

The Health and Counseling Center is equipped to serve the needs of students and is staffed by a physician, a medical assistant, counsellors, and a receptionist.

Woodland Hall annex houses the Student Center containing snack bar, game-room, lounges, the College Bookstore, post office and student government offices.

The Library

The Jessie Shepherd Brennan Library was completed in 1968. It is a multimedia learning center containing about 50,000 volumes, periodicals, newspapers and an audio-visual department. To insure that every Lasell student effectively uses the library, a strong program in bibliographic instruction developed by the reference librarian in conjunction with the English department instructs all students in fundamental library skills.

Although the emphasis is of necessity on material which will supplement the courses offered at Lasell and provide for additional study in those fields, the value of a balanced enrichment program for the students is not overlooked. They are encouraged to use the Brennan Library and its resources for pleasure as well as for study and research.

Academic Information

Requirements for Admission

Admissions Policy

Each year the Lasell Admissions Office selects from its applicants those students who seem best qualified to profit from a course of study at Lasell. Consideration is given to the applicant's scholastic record, to a personal evaluation from the secondary school's guidance office, to test scores and to the applicant's choice of program. **An interview is strongly suggested and parents are urged to accompany the applicant.** Personal interviews may be arranged by writing, or telephoning the Admissions Office at (617) 243-2225. If the candidate wishes to remain on campus overnight, arrangements must be made one week in advance.

Lasell utilizes a rolling admissions system. This means that a candidate for admission need not wait until a specific date for the College's decision, but rather can expect to be notified shortly after her application has been completed.

Requirements

Candidates for admission to the freshmen class are normally expected to complete the college preparatory program of an approved secondary school. The Lasell Admissions Officers will also consider applicants who show ability to do college work and who may not have taken the usual college preparatory courses in secondary school. Consideration will also be given to candidates who complete high school in less than four years.

Admission to the Lasell Nursing Program involves the fulfillment of specific course requirements. (See section on nursing program.)

Entrance Examinations

All candidates for admission are urged to take the Scholastic Aptitude Test of the College Entrance Examination Board, or its equivalent, preferably before January of the senior year. Information concerning the tests may be obtained from the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540, or the College Entrance Examination Board, Box 1025, Berkeley, California 94701. Applications should reach the office of the College Board at least one month before the date the tests are to be taken.

Procedure

The completed application, together with a non-refundable fee of \$20, should be returned to the Dean of Admissions. The high school guidance counselor should be asked to send the completed secondary school transcript form to the Dean of Admissions.

It is the responsibility of the applicant to make sure that all required information is sent to the Admissions Office. Applications are considered when all credentials have been received.

Upon acceptance the candidate is given a period of 30 days to accept the offer of admission. A \$200 commitment deposit is required and is not refundable but is applied toward tuition. Commuting students are required to submit a deposit of \$100, applicable toward tuition, but not refundable. If an extension is requested, that request should be made, by letter, to the Dean of Admissions.

Assignment to particular dormitories will be made depending upon availability and based on the date of receipt of the commitment deposit.

Transfers

A limited number of students are admitted each year with transfer credit from other colleges. These students must fulfill the course requirements for graduation and meet the specific demands of their respective programs. A maximum of 30 credits can be accepted in transfer. All nursing students are expected to carry a minimum of 12 credit hours per semester.

Requirements for Graduation

A graduate of Lasell receives the degree of Associate in Arts or Associate in Science according to her curriculum. The specific requirements for the different curricula will be found on the following pages. In addition to the requirements for admission to full freshman standing already outlined, a student must complete at least sixty semester hours of academic and technical work, including English 101-102 and a minimum of twelve hours in Liberal Arts subjects or as prescribed by individual programs. In addition, two credits in Physical Education are required of all students. Candidates for either of Lasell's degrees must complete a minimum of 50% of their course work at Lasell and fulfill the specific requirements of the programs in which they are enrolled.

Although the passing course grade is D, a C minus average is required for graduation or as specified by specific programs. The passing grade in Nursing subjects is C in addition to a satisfactory rating in the clinical area and a C minus in Biology 105 and a C in Biology 106. Medical Laboratory Technician students must maintain at least a C minus average in each of their science courses. Medical Assistant students and Physical Therapist Assistant students must maintain at least a C minus average in each of their science courses. Medical Assistant students must also maintain a C minus average in each of their secretarial courses.

Before a student will be admitted to classes, her program must receive the approval of her Faculty Adviser and the Registrar. Grades are issued at the end of each semester and determine the student's academic standing.

Grading

A permanent record of scholarship is kept for reference, and semester reports are sent to students and their parents. The grading system employed is as follows: A, superior; B, good; C, average; D, passing; F, failure; INC., incomplete; S, satisfactory; and U, unsatisfactory, are used for Physical Education grades only. Rank in class, class promotion, graduation, and honors are all calculated on the basis of "grade quotients" earned at Lasell. The grade of A is assigned a value of 4; B, 3; C, 2; D, 1; and F, 0. A student's average is computed by multiplying the number of semester hours of credit by the appropriate numerical grade value and then dividing the sum of these products by the total number of semester hours of credit carried.

Students may elect a Pass or Fail option in those courses designated by individual departments at registration. Courses taken on a Pass and Fail basis are not computed in the student's grade point average.

Academic Advising

Upon arrival each freshman is assigned to a Faculty Adviser. In addition, the student is encouraged to consult her individual instructors, the resident head in charge of her dormitory, the Director of Placement and Transfer, or the Deans concerning any problems which may arise, either academic or personal. Parents are invited to give to any of these counselors such confidential information as may aid in understanding and promoting the welfare of their daughters.

Transfer to Senior College

To obtain recommendation for advanced standing on transfer, a student must in general earn a C average or higher. She may have to take certain College Entrance Examination Board Achievement Tests, or other tests as requested by the senior college. It should be noted that the content as well as the quality of both the preparatory school and the junior college programs must be satisfactory to the college which the student desires to enter, whether her purpose is to pursue a liberal arts or a vocational course. Requirements vary and results will generally be more satisfactory to Lasell and to the student when her wishes are stated and discussed at the outset.

It is strongly recommended that students contemplating transfer work very closely with their faculty advisor on appropriate course selections while at Lasell. Wherever possible students should attempt to tailor their Lasell course selections to courses acceptable by the senior college(s) to which application is planned. Lasell course choices should be made after a study of the catalogues of the chosen senior colleges.

Students can be assisted in the transfer process by the Director of Placement and Transfer, by the faculty advisor, and by the Dean of Academic Affairs. From time to time transfer admission representatives from senior institutions are scheduled to meet with interested seniors.

Career Planning and Placement

The Career Planning and Placement office is designed to help all students in their search for part time and full time employment. Current job listings are available to the Lasell community, and individual and group counseling sessions are held throughout the year.

All interested students, especially seniors, are encouraged to set up a placement file during their senior year at Lasell. A registration form, one copy of their resume, three references and any other information should be included in the file. The Career Planning and Placement office keeps all records on file for each student's future use.

Information regarding job recruiters who visit the Lasell campus during the academic year is posted, weekly, for all interested students. A Career Planning and Placement manual is available upon request.

Transfer Opportunities to Other Colleges

During the past several years, Lasell graduates have been accepted for further study at many different institutions. Some of these are listed below.

Admissions representatives from a variety of senior colleges visit Lasell on a regular basis to meet with interested students.

Adelphi University
American College of Switzerland
American International College
American University
Baldwin Wallace College
Bard College
Beaver College
Bentley College
Boston College
Boston University
Bradley University
Capital College
Case Western Reserve
Cedar Crest College
Clark University
Colby College
Colorado, University of
Columbia University
Connecticut, University of
Cornell University
Curry College
Denison University
Denver, University of
Drake University
Drexel Institute of Technology
Duke University
Dunbarton College
Elmira College
Emerson College
Fashion Institute
Finch College
Florida Presbyterian
Florida Southern College
George Peabody College
George Washington University
Georgia, University of
Hartford, University of
Hawaii, University of
Hillsdale College
Hofstra University
Houston, University of
Illinois, University of
Iowa, University of
Jackson College
Keene State College
Lesley College
London, University of
Long Island University
Maine, University of
Marietta College
Maryland, University of
Massachusetts College of Art
Massachusetts State Colleges

Massachusetts, University of
Miami, University of
Miami University (Ohio)
Michigan State
Michigan, University of
Middlebury College
Mills College of Education
Missouri, University of
Nasson College
National College of Education
New England School of Art
New Hampshire, University of
New York, State University of
New York University
North Carolina, University of
Northeastern University
Northwestern University
Oglethorpe College
Ohio State
Paris, University of
Parsons School of Design
Pear School of Art
Penn State University
C. W. Post College
Pratt Institute
Queens College
Rhode Island, University of
Rochester, University of
Russell Sage College
Simmons College
Skidmore College
Slade School of Art (London)
Springfield College
Stetson University
Suffolk University
Syracuse University
Temple Buell College
Tobe Coburn School
Traphagen School of Design
Tufts University
Utica College
Vermont, University of
Vesper George School of Art
Virginia, University of
Washington University
Wayne State University
Wells College
Wellesley College
West Virginia University
Wheaton College
Wheelock College
Whittier College
Wisconsin, University of

College Life

Student Activities

College Government

Since students generally wish to assume collectively a share in the responsibility for their lives in college, and since educators are agreed that such responsibility enhances the development and growth of the individual student, the President and faculty of Lasell have given authority to the Lasell Junior College Government Association to exercise the various powers that have been committed to it for the maintenance of high standards in the community life of the campus.

Student Organizations

In addition to the College Government Association, there are a number of other organizations on the campus that play an active role in furthering students' special interests and in offering opportunities for effective group experience.

These organizations include: the Athletic Association, the International Club, Chorus, the Outing Club, the Retailing Club, the Lasell Student Nurses Association, the Medical Assistants Organization, the Medical Laboratory Technicians Association, and the Child Study Club.

Each year the students and staff of the College join together to plan a series of programs designed to educate the women of Lasell to issues pertinent to them as women. They offer the opportunity to explore one's feelings, beliefs and goals as women through lectures, workshops, films and small group discussions.

Publications

The LASELL LEAF is the College newspaper, written and edited entirely by students. Places on the LEAF staff are open to all students who can meet the academic and literary requirements, or whose background or experiences show some special aptitude for newspaper work.

The LAMP is the College yearbook, published by the senior class. Although it contains the traditional information and photographs of the graduating class, emphasis in the LAMP tends to be more on recording pictorially the history of a year at Lasell as an annual souvenir for the entire student body. Editorial and business operations of the publication are in the hands of the students under the supervision of an adviser.

The LASELL BULLETIN is published by the Office of External Affairs. This is sent to all alumnae and students.

The academic achievements and extracurricular distinctions of Lasell students are regularly and systematically reported to their hometown newspapers by the Office of External Affairs.

The STUDENT GUIDE is published annually providing information for services, rules and regulations for resident and commuter life.

Allowances

If a student is to have an allowance, it is suggested that it be deposited in a checking account in one of the local banks. It is felt that in those cases where the student is to handle her own funds, maturity of judgment is encouraged by familiarity with normal banking methods. The Comptroller is always available for individual financial counsel whenever necessary.

Students are urged not to bring valuable articles such as jewelry or expensive watches. The College cannot assume responsibility for any item of personal effects.

Automobiles

Resident students are allowed to have automobiles only under the terms described in the **Student Guide** and in "Rules Governing Student and Guest Vehicles on Campus." Day students are to use their automobiles for commuting purposes only and are to register them with the College and be assigned a parking area for use throughout the year. Automobiles are not to be used for traveling between classes.

Residence Requirements

All full-time students are required to live in residence unless, as a commuter, the student is married, living with a parent or legal guardian or is financially independent.

Lasell Junior College uses the federal government approved definition in determining "financial independence."

Health and Counseling Services

The Health and Counseling Center is for the use of both resident and day students. The health fee entitles a student to the use of the first aid rooms and to consultation with the professional medical personnel who staff the Center when these personnel are on campus. Also available are referrals to medical and dental specialists, whose services may be desired in particular cases. These doctors, however, are not covered by the health fee, nor are charges for laboratory tests and X-rays. The student or parent will receive bills for laboratory charges, consulting physician and dentist fees, and prescription drugs.

A complete medical history and physical examination report is required by the time of registration. Regarding immunizations, a physician should be consulted to verify individual student needs. A recent Tuberculin test (patch test not accepted) and/or chest X-ray must be done. Students entering the Nursing Program or the Medical Assistant Program have additional health requirements as indicated on the health form sent to each student by the Admissions Office. Each medical assistant student must have a serology examination.

The Counseling Service is available as part of the health fee, for growth-producing experiences as well as for limited help in special times of need. Referrals to the staff counselors may be made by students, faculty, or staff; and students are always welcome to seek individual counseling or to participate in group sessions dealing with pertinent issues of social development.

Fees and Financial Aid

General Policy

Lasell Junior College, like other educational institutions, has been subject to significant inflationary pressures for almost a decade. The College has made every effort to meet this difficult situation through increased efficiency in operations, but regretfully, from time to time, it has been obligated to increase tuition and fees. Any such increases are being limited to minimal, essential amounts. The College reserves the right to make changes in fees as circumstances warrant.

Inasmuch as the College must commit its resources to its program and services for the entire year, it is essential that the annual income from fees be assured. For this reason, it is understood that students are enrolled for the entire college year, or such portion as may remain after the date of entrance. The fact that the college fees are paid in two or more installments does not constitute a fractional contract. The parent or guardian agrees that in the event of suspension, dismissal, absence, illness, or withdrawal for any reason whatsoever, no part of the tuition, room and board, or other fees will be refunded except as noted below under the paragraph entitled REFUND POLICY. This includes withdrawal because of interruption of classes due to strikes or civil disorders beyond the control of the College. Any unpaid balance of all such charges shall become immediately due and payable.

College transfer information (transcripts) will not be processed for delinquent accounts. The College also reserves the right to withhold diplomas of students who have outstanding obligations at the time of graduation.

Fees For Academic Year September 1983 To May 1984

BASIC FEES

	Resident	Day
Tuition	\$4895	\$4895
Room & Board	3048	—
General Fee	85	85
Health Center Fee	120	80
Student Activities Fee	55	55
	<u>\$8203</u>	<u>\$5115</u>

ADDITIONAL FEES

Nursing Major Fee	\$ 85	\$ 85
Health Major Fee	30	30
(Physical Therapist Assistant, Medical Lab Technician, Medical Assistant)		
Extra Credits (over 15 hrs.)	120/CrHr	120/CrHr
Ceramics Lab	45/Sem	45/Sem
Jewelry Lab	55/Sem	55/Sem
Photography Lab	60/Sem	60/Sem
Art for Childhood Education	30/Sem	30/Sem
Art for Recreation	30/Sem	30/Sem
Printmaking I & II	50/Sem	50/Sem
Weaving Off The Loom	50/Sem	50/Sem
Auto Parking Fee	65/Yr	25/Yr
Non-Resident Room & Board	—	105/Wk
10-Payment Plan	40/Yr	40/Yr
Late Registration Fee	10	10

SUMMER HEALTH MAJOR PROGRAMS, 1983 (Payments Due Before June 1)

Nursing

Tuition	\$780.00
Room	315.00
Total	\$1095.00

Medical Laboratory Technician

Tuition	\$525.00
Room	315.00
Total	\$840.00

Physical Therapist Assistant

Tuition	\$350.00
Room	165.00
Total	\$515.00

Special Fees

Part-Time Student Tuition \$135/CrHr

Uniforms for nurses (approximate cost for two years) 60

If two sisters attend Lasell concurrently, Tuition, Room and Board costs will be reduced by ten percent for one sister.

Special arrangements may be made for private tutoring or private lessons in piano, organ, or voice.

Non-Resident students desiring to become resident students for less than an entire semester (depending upon available space) will be charged for room and board on a per diem basis: \$15/day, \$105/week. (This does not apply to Retailing students during field work periods. No deduction is made for absence from meals while a student is in residence, or for Retailing students during their field work period.)

Non-Resident Luncheon Program — Details may be obtained at the time of registration.

Textbooks, stationery, and other supplies, including drawing papers, paint and other art requirements, may be purchased at the College Bookstore.

Details regarding automobile fees may be obtained from the STUDENT GUIDE and "Rules Governing Student and Guest Vehicles on Campus."

Explanation of Fees

- The General Fee concentrates in one fee a number of minor cost items — for example, identification cards, field trip transportation, graduation etc. For students in the Nursing Program there is an additional Nursing Major Fee of \$85 which covers transportation to and from hospital assignments, extra science laboratory usage, and liability insurance.
- The Health Center Fee entitles the student to the use of the College dispensary and consultation with the professional medical personnel who staff the Center. The Health Fee does not cover the costs of prescriptions, laboratory tests, etc., that may be specified by the college physician.
- For students in the Physical Therapist Assistant, Medical Laboratory Technician and Medical Assistant Programs, there is an additional health major fee of \$30 which covers liability insurance and extra science laboratory usage.
- The Student Activities Fee covers class dues, concerts, special student social functions, lectures, and student publications.

Accident and Sickness Insurance (Optional)

Because many of the private or group medical and hospitalization plans held by parents terminate coverage of dependents at eighteen or nineteen years of age, the College urges parents to review the coverage they have for their daughter.

Refund Policy

If written notification that a student has withdrawn is received by the Academic Dean prior to the first day of classes, the amount paid for tuition (less the tuition deposit required) will be refunded.

Refunds are made for:

1. **Involuntary Withdrawal:**

After first day of classes, 100% of the **UNEARNED YEARLY FEES** (pro-rated) when withdrawal is at written direction of the College Medical Director.

2. **Voluntary Withdrawal or Dismissal:**

A. After first day of classes, 80% of the **UNEARNED YEARLY FEES** (pro-rated) when withdrawal or dismissal occurs during the first 28 consecutive calendar days of the academic year.

B. After the 28th consecutive calendar day of attendance, 60% of the **UNEARNED YEARLY FEES** (pro-rated).

Schedule of Payments

The schedule of payments is included in the enrollment contract each year. For those who prefer to pay in monthly installments, a 10-payment plan is available. A plan by which individuals may extend payments for even longer periods of time is available through Tuition Plan, Inc. For details: contact the Business Office.

Financial Aid

Policy

Lasell's policy regarding financial assistance is to aid as many as possible of those in need. Financial Aid awards are based on need, and are determined by the Financial Aid Director. Decisions are arrived at through information received from the College Scholarship Service's Financial Aid Form (FAF), Lasell's Financial Aid Application and any other pertinent information available including a copy of the 1040.

Renewal awards are not made automatically. Each student must file a new Lasell application and a new FAF as soon after January 1, 1984 as possible. Both of these forms may be obtained in Lasell's Financial Aid Office, Irwin Hall.

Procedures for Making Application For Financial Aid

1. Request a Lasell Financial Aid Application from the Financial Aid Office.
 2. Obtain a Financial Aid Form (FAF) from your own school (if an entering student) or from the Financial Aid Office at Lasell (if enrolled student). Complete and mail the statement to the College Scholarship Service. To be eligible for the Mass. State Scholarship the FAF must be mailed by February 1, 1984.) A new application must be filed each year.
 3. Have a copy of your family's most recent income tax statement (IRS-1040) sent to Lasell's Financial Aid Office to complete your file.
 4. Independent, self-supporting students must submit their own IRS-1040 form.
- Any financial changes arising throughout the year should be reported to and discussed with the Director of Financial Aid.

Sources of Financial Aid

Lasell Scholarships — The income derived from funds donated by friends of Lasell is the basis of these awards. A list follows at the end of this section. These are awarded to financial aid applicants based on need.

Lasell Alumnae Scholarships

Financial assistance offered by Lasell Alumnae, Inc. is reserved largely for students who have completed one year of work at Lasell.

Supplemental Educational Opportunity Grants (SEOG)

These grants from the Federal Government are available to students who demonstrate need. The awards are administered by Lasell's Financial Aid Office.

National Direct Student Loan Program (NDSL)

These Federal Government loans are available to students on the basis of need, and are administered by the Financial Aid Office.

Campus Work Study

Students who receive work study are assured a part time job on campus for the academic year. The placements are made by the Financial Aid Office.

Nursing Scholarship Program

These scholarships are Federal funds available to nursing students who demonstrate financial need.

Nursing Loan Program

Federal loan funds are available to nursing students in need of assistance, and are administered by the Financial Aid Office.

PELL Grant Program (formerly called BEOG)

The Federal Government administers these grants directly to students on the basis of need. Applications may be obtained in high school guidance offices, public libraries and Lasell's Financial Aid Office. The Financial Aid Form (FAF) may be used as the PELL Grant Application. All financial aid recipients must apply for the PELL Grant.

State Scholarships

These scholarships are given out by a state to students in need of funds. The type and amount of these scholarships vary from state to state. Contact your local (home) State Higher Education Office for information.

Guaranteed Student Loan Program

These loans are available to most students directly through local banks and lending institutions at prime interest rates. Interested students should contact the Student Loan Officer at their local banks for information regarding application procedures.

Any student applying for financial aid at Lasell is considered for any of these programs, and is usually awarded an aid package consisting of two or more of them. It is the responsibility of the student herself to apply to the three programs which are administered outside of Lasell (i.e. PELL, State Scholarship, Guaranteed Student Loan Program). The Financial Aid Office stands ready to help any student obtain and submit these applications properly.

Lasell Scholarships

THE HENRY MORTON DUNHAM FUND

Given by the will of Mr. Henry M. Dunham, organist, conductor, and composer, who, as instructor and later chairman, was associated with the Department of Music from 1897 to 1928. Income to be used for a student in organ.

THE RUSSELL B. STEARNS SCHOLARSHIP FUND

THE JEREMIAH CLARK SCHOLARSHIP FUND

THE BIRD SCHOLARSHIP FUND

Given by the will of Miss Charlotte A.K. Bancroft of the Class of 1857.

THE ANGELINE C. BLAISDELL SCHOLARSHIP FUND

Given in memory of their daughter, Hannah Proctor Bonner of the Class of 1910, by Mr. and Mrs. William L. Proctor of Millbury, Massachusetts.

THE PATRICIA COLE SCHOLARSHIP FUND

Given in memory of Patricia Cole, Lasell Junior College Faculty Member.

THE GRACE VICARY POTTORF SCHOLARSHIP FUND

Given in memory of her daughter, Grace Vicary Pottorf of the Class of 1907, by Mrs. Charles N. Vicary of Canton, Ohio.

THE LILLIE ROSE POTTER MEMORIAL FUND

Given in memory of Lillie Rose Potter, Class of 1880, by alumnae and friends. Miss Potter served as Preceptress and Dean at Lasell from 1902 to 1935 and was Dean Emeritus from 1935 to 1952.

THE PRISCILLA ALDEN WOLFE SCHOLARSHIP FUND

Given by alumnae and friends in memory of Priscilla Alden Wolfe, '19. Mrs. Wolfe, elected to the Board of Trustees in 1948, was Chairman at the time of her death in 1961.

THE MARGARET STEVENSON McCREERY SCHOLARSHIP FUND

Given by her classmates in memory of Margaret Stevenson McCreery, '60.

THE FLORENCE ADAMS SCHOLARSHIP FUND

Established in 1967 as the gift of Mrs. Walter H. Godsoe (Lydia A. Adams, '18) in memory of her mother. Preference is to be given to students from the State of Maine.

THE MABEL TOWER EAGER MEMORIAL SCHOLARSHIP FUND

Given by the family of Miss Mabel Tower Eager, Class of 1888. Miss Eager was a trustee of the College in the period 1933-1958. Nine acres of the present Lasell campus was her gift by bequest.

CHARLES E. BARRY SCHOLARSHIP

An annual scholarship in the amount of \$500 in memory of Dr. Barry, a former Chairman of the Retailing Department.

THE HELEN CARTER JOHNSON SCHOLARSHIP FUND

Initiated in 1967 by Mrs. Ralph G. Johnson (Helen Carter, '07).

THE HELANE JONES PRESSEL SCHOLARSHIP FUND

Established in 1968 by the bequest of Mrs. Kenneth L. Pressel (Helane Jones, '32).

**THE WILLIAM E. SCHRAFFT AND BERTHA E. SCHRAFFT
MEMORIAL SCHOLARSHIP FUND**

Established by grants of \$5000 in 1968 and again in 1969, from the philanthropic trust bearing the name of Mr. and Mrs. Schrafft. Preference is to be given to students in nursing or in training for one of the health professions.

THE MARY GOODWIN OLMSTED SCHOLARSHIP FUND

Established in 1968 by Mrs. Henry C. Olmsted (Mary E. Goodwin, '03).

HANNAH PROCTOR BONNER SCHOLARSHIP FUND

Given in memory of their daughter, Hannah Proctor of the class of 1910, by Mr. and Mrs. William L. Proctor of Hillbury, Massachusetts.

EVA ROBERTSON SCHOLARSHIP FUND

MAX M. AND MARIAN M. FARASH SCHOLARSHIP FUND

Established in 1973 by Mr. and Mrs. Farash of Rochester, New York.

NELLIE J. FEAGLES SCHOLARSHIP FUND

Established in 1970 by Walter R. Kattelle in memory of his wife Nellie J. Kattelle (Nellie J. Feagles '97). Preference is to be given to students in Home Economics or Language study.

MORGAN WILLIAMS SCHOLARSHIP FUND

Established in 1973 by Mr. and Mrs. Douglas R.G. Williams (Sylvia T. Morgan '30). Given annually on the basis of character and citizenship.

THE EVELYN LADD RUBLEE SCHOLARSHIP FUND

Given by her family in memory of Evelyn Ladd Rublee '28.

GREATER BOSTON LASELL CLUB SCHOLARSHIP

Given annually by the club to an outstanding student who has completed one year of work at Lasell.

ELEANOR T. EDWARDS SCHOLARSHIP

An annual scholarship in the amount of \$500 in memory of Eleanor T. Edwards. Mrs. Edwards, the mother of an alumna (Gail Edwards Procock '67) and wife of Alfred C. Edwards, Vice President of the Board of Trustees, provided unusual understanding and support to Lasell that resulted in significantly positive and forward strides for the College. The recipient should demonstrate qualities of love, loyalty and understanding to reflect her outstanding human qualities.

EILEEN RUTH MOSES SCHOLARSHIP

An annual scholarship established by the Student Nursing Association with the intent that the income of the monies should provide a scholarship for a deserving nursing student. Eileen R. Moses was a member of the Class of 1978.

RICHARD A. WINSLOW SCHOLARSHIP

An annual scholarship in the amount of \$500 in memory of Richard A. Winslow, a devoted and long time Trustee of Lasell Junior College (1948-1978). The recipient should demonstrate the qualities of love of learning, great personal strength of character, and devotion to duty as emulated by Richard A. Winslow.

EMMA GILBERT CARVER SCHOLARSHIP

Given by the family of Emma Gilbert Carver, Class of '45.

ALICE MAY MEMORIAL FUND

Given in memory of the late Alice May who served as bursar of the college for fourteen years.

Programs of Study

General Information

Course Numbers

The numbering system used to identify the course offerings described hereafter is based on a division of all courses into "100 level" or primarily freshman courses, and "200 level" or senior courses. This division is intended to serve as a general guide only, and in making up her program the student should be aware that there are a number of courses in which the enrollment is almost equally divided between freshmen and seniors, and that in cases of special interest, special aptitude, or even of mere conflict in scheduled hours, exceptions can frequently be arranged after consultation with the student's academic adviser and the instructor of the course in question.

In general, odd-numbered courses are offered in the first semester only; even-numbered courses, the second semester. An odd number followed by the letter s indicates a one-semester course offered both semesters. Courses identified by two numbers separated by a hyphen are year courses. Students may select the first semester only of such courses unless a program requires a full year. Normally, students must take the first semester of such courses before taking the second. Exceptions to this can be made with the consent of the instructor based on individual student backgrounds.

Those courses marked with an asterisk(*) are considered Liberal Arts courses.

Seminars

A "300" course is designed to satisfy the needs of qualified students prepared to work on a specialized subject in a seminar encouraging independent academic effort. Each year, different one-semester courses that match faculty ability to student interest may be offered. Enrollment is limited and requires the consent of the instructor. Priority will be given to qualified students.

Independent Study

Students who wish to apply for Directed or Independent Study ("400" courses) should consult with the appropriate department chairmen before April 1 and December 1 of each academic year.

College Policy

The College reserves the right not to offer a course for which fewer than eight students enroll.

Numerals in parentheses to the right of the course title in the Course Descriptions Section give the total credit in semester hours carried by the course. In general, a semester hour of credit represents one hour a week of lecture or two hours of laboratory or studio work. All courses may not be offered any one semester or even in any one year.

Accounting

The **Accounting Program** provides students with a strong background in specialized accounting skills and exposure to the world of business in general. Students learn the various components of business organizations and the role of accounting within them. The emphasis is on practical accounting work such as the maintenance of accounting books and financial records for a variety of types of business concerns, the preparation of federal tax returns for individuals and corporations, and the analyzing and interpreting of financial statements.

Graduates of this Program are eligible to join one of the fastest growing professions in the country with especially good opportunities for young women. Employment immediately after graduation can include working as a semi-professional directly assisting a Certified Public Accountant, or as a junior accountant trainee, cost accounting trainee, or assistant office manager. Places of potential employment include business corporations, industrial firms, government agencies, banks, insurance offices, and retail organizations.

Students interested in transferring to a four year college in pursuit of a bachelors degree in accounting with the possibility of becoming a Certified Public Accountant can use the two years in this Program as a most appropriate base for this later study. Advancement within the field of accounting can be most rapid dependent on a student's initiative, ability, and academic preparation.

Graduates from the **Accounting Program** receive the Associate in Science Degree.

Accounting

		CREDIT HOURS	
FIRST YEAR		1st sem.	2nd sem.
English 101-102	Writing	3	3
Mathematics 105	Introductory Math I	3	
(or)	(or)		
Mathematics 109	College Alg. & Trig. I		
Business 107	Principles of Business Management I	3	
Accounting 223-224	Principles of Accounting I & II	3	3
Office Administration 121s	Business Math		3
Business 207	Marketing: Principles and Methods	3	
	Electives (Liberal Arts electives recommended)		6-8
	Physical Education†	(1)	(1)
		15	15-17
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Accounting 225-226	Intermediate Accounting I & II	3	3
Accounting 227	Cost Accounting	3	
Accounting 228	Federal Income Taxation		3
Economics 131s	Principles of Economics I	3	
Law 135S	Business Law I		3
Computer Science 101	Computer Science I	3	
	Elective (Business elective recommended)		3
	Liberal Arts Electives	3-4	3-4
		15-16	15-16

†Course required, but does not carry academic credit.

ART

The Art Department offers a flexible program comprised of studio work and Liberal Arts courses. After a common first year of courses for all art majors, students may choose from several second year options including: Fine Arts, Advertising Design, Interior Design, Fashion Design, or Ceramics, Jewelry or Photography. The student is encouraged to select those courses which best accommodate her individual interest.

In conjunction with the general requirements for graduation (see page 8), a student who wishes to complete the **Art Program** must accrue 30-36 credit hours in studio courses and 6 credit hours in Art History courses (which qualify as the Liberal Arts courses specified in the general requirements).

The Art Department welcomes all members of the college to participate in art courses. Most studio courses are open without prerequisite.

For incoming students, portfolios will be reviewed upon request, but it is not the sole criteria for acceptance to the Art Department.

At the end of each year, a final portfolio from the first and second year Art students, representing all their class work at Lasell, is required for review by the Art Faculty. This is to prepare the students for a professional presentation of their art work when they graduate.

In the Art Department, a total of 64 credits is required for graduation which includes 4 credits in Portfolio I & II.

Graduates receive the Associate in Arts Degree.

ART (All Students)

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Art 103-104	Art History I & II	3	3
Art 105-106	Design and Color I & II	3	3
Art 113-114	Fundamentals of Drawing I & II	3	3
Art 126	Portfolio I		2
	Electives	3	3
	Physical Education†	(1)	(1)
		15	17

†Course required, but does not carry academic credit.

Fine Arts

SECOND YEAR OPTION		CREDIT HOURS	
		1st sem.	2nd sem.
Art 207	Advanced Design	3	
Art 107	Watercolor I		
(or)	(or)		
Art 203	Painting I	3	
Art 205	Figure Drawing I		
(or)	(or)		
Art 206	Figure Drawing II		3
Art 211	Ceramics I		
(and/or)	(and/or)		
Art 209	Jewelry I		
(and/or)	(and/or)		
Art 219s	Photography I	3	3
Art 226	Portfolio II	2	
	Electives	3	6
	Liberal Arts Electives	3	3
		17	15

Advertising Design

SECOND YEAR OPTION

		CREDIT HOURS	
		1st sem.	2nd sem.
Art 217-218	Advertising Design I & II	3	3
Art 207	Advanced Design	3	
Art 215	Printmaking I	3	
Art 219s	Photography I		3
Art 107	Watercolor I		
(or)	(or)		
Art 203	Painting I	3	
Art 205	Figure Drawing I		
(or)	(or)		
Art 206	Figure Drawing II		3
Art 226	Portfolio II	2	
	Elective		3
	Liberal Arts Electives	3	3
		17	15

Ceramics, Jewelry or Photography

SECOND YEAR OPTION

		CREDIT HOURS	
		1st sem.	2nd sem.
Art 207	Advanced Design	3	
Art 107	Watercolor I		
(or)	(or)		
Art 203	Painting I	3	
Art 205	Figure Drawing I		
(or)	(or)		
Art 206	Figure Drawing II		3
Art 226	Portfolio II	2	
Art 211-212	Ceramics I & II		
(or)	(or)		
Art 209-210	Jewelry I & II		
(or)	(or)		
Art 219-220	Photography I & II	3	3
	Art Elective		3
	Electives	3	3
	Liberal Arts Electives	3	3
		17	15

Interior Design

SECOND YEAR OPTION

		CREDIT HOURS	
		1st sem.	2nd sem.
Art 201-202	Interior Design I & II	3	3
Art 207	Advanced Design	3	
Art 107	Watercolor I		
(or)	(or)		
Art 203	Painting I	3	
Art 219s	Photography I		3
Art 214	Weaving Off The Loom		3
Art 211	Ceramics I	3	
Art 226	Portfolio II	2	
	Elective		3
	Liberal Arts Electives	3	3
		17	15

Fashion Design

SECOND YEAR OPTION

		CREDIT HOURS	
		1st sem.	2nd sem.
Art 227-228	Fashion Design Studio I & II	3	3
Art 209-210	Jewelry I & II	3	3
Art 217-218	Advertising Design I & II	3	3
Art 226	Portfolio II	2	
Art 205	Figure Drawing I		3
(or)	(or)		
Art 206	Figure Drawing II		
	Elective (Retailing course recommended)	3	
	Liberal Arts Electives	3	3
		17	15

Business Management

The **Business Management Program** has been designed to meet the increasing need for women in the field of Business Management. Statistics dealing with employment projections indicate that this will be an area of significant growth in the 1980's.

This Program is designed to permit its graduates to either transfer to a four-year institution majoring in Management or Business Administration or to enter the job market in entry level management positions.

Graduates receive the Associate in Science Degree.

Business Management

FIRST YEAR

		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Accounting 223-224	Principles of Accounting I & II	3	3
Business 107-108	Principles of Business Management I & II	3	3
Law 135-136	Business Law I & II	3	3
Mathematics 105	Introductory Mathematics I	3	
(or)	(or)		
Mathematics 109	College Alg. & Trig. I		3
	Elective		
	Physical Education †	(1)	(1)
		15	15

SECOND YEAR

		CREDIT HOURS	
		1st sem.	2nd sem.
Economics 131-132	Principles of Economics I & II	3	3
Business 215	Personnel Management	3	
Business 209-210	Advertising and Sales Promotion I & II	3	3
Business 216	Employee Relations		3
Business 207	Marketing: Principles and Methods	3	
	Liberal Arts Electives	3	3
	Elective		3
		15	15

†Course required, but does not carry academic credit.

Computer Science

The Computer Science Program offers students two years of preparation in the use of computers for business and industry. Students gain hands-on experience in using computers as well as learning a variety of computer languages necessary in programming. Emphasis in the curriculum is on computer use, computer familiarity, programming, and problem solving.

Students will be prepared for entry level computer positions such as junior programmer. Because of the rapid growth of computer usage in business and industry, employment opportunities are most attractive. Many companies are particularly eager to recruit women to their computer staffs. For those students wishing to pursue a bachelors degree in computer programming or business administration, this Program provides an excellent two-year preparation.

Students gain computer training using Lasell's on-campus Data General Eclipse Computer. Students are encouraged to utilize the computer facility as needed through classroom and open lab time. Lasell's full-time staff is complemented by part-time instructors drawn from the high technology industry.

Graduates receive the Associate in Science Degree.

Computer Science

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Computer Science 101	Computer Science I	3	
Computer Science 102	Basic II		3
Business 107-108	Principles of Business Management I & II	3	3
Accounting 223-224	Principles of Accounting I & II	3	3
Mathematics 105-106	Introductory Mathematics I & II	3	3
(or)	(or)		
Mathematics 109-110	College Alg. & Trig. I & II		
	Physical Education†	(1)	(1)
		15	15
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Computer Science 201-202	Cobol I & II	3	3
Computer Science 203	Systems Analysis	3	
Computer Science 204	Fortran		3
Computer Science 206	Independent Project		3
Economics 131-132	Principles of Economics I & II	3	3
	Liberal Arts Electives	3	3
	Elective	3	
		15	15

† Course required, but does not carry academic credit.

Early Childhood Education

The **Early Childhood Education Program** offers a flexible course of study for women who are interested in caring for young children in both home and school settings. Students may elect one of two programs offered.

The **Early Childhood Transfer degree** is designed to fill the special needs of students who are interested in becoming thoroughly trained kindergarten or elementary school teachers. Basic courses which provide both theoretical and practical knowledge of the field of child growth and development are offered. These students should plan to pursue a baccalaureate degree upon graduation from Lasell. Early Childhood Education transfer majors are strongly urged to have their Lasell programs approved by both their academic advisers and by the college to which they plan to transfer because degree requirements vary from college to college.

The **Early Childhood Non-Transfer degree** is designed to provide practical understandings and skills necessary for living and working with young children either in the home or school setting. Graduates of this program will be qualified to teach in nursery school or day care programs.

Students in both transfer and non-transfer programs have the opportunity to both watch and participate at the Lasell Child Study Center. The center is a model nursery school under the direction of four master teachers who are trained in the field of Early Childhood Education. The center offers children learning experiences with a wide range of recreational equipment and educational materials currently in use in the best American nursery schools. The center provides Early Childhood Education students the opportunity to observe both individual and group behavior of children in an educational setting. It also provides supervised opportunities for the student to actively work with young children as practicing teachers.

Graduates of either of the **Early Childhood Education Programs** thus acquire both theoretical knowledge and practical experience in the field of Early Childhood Education.

Graduates from the transfer program receive the Associate in Arts Degree; graduates from the non-transfer program receive the Associate in Science Degree.

Early Childhood Education

FIRST YEAR		CREDIT HOURS	
		1st	2nd
Early Ch. Ed. 101-102	Child Development I & II	3	3
English 101-102	Writing	3	3
Psychology 201s	Introductory Psychology	3	
Physics 101-102	Physical Science I & II	3	3
(or)	(or)		
Mathematics 105-106	Introductory Mathematics I & II		
	Electives	3	6
	Physical Education†	(1)	(1)
		15	15
SECOND YEAR		CREDIT HOURS	
	(Non-Transfer Students)	1st sem.	2nd sem.
Early Ch. Ed. 201-202	Orientation in Early Ch. Ed. I & II	4	4
Music 106s	Music for Childhood Education		3
Art 223s	Art for Childhood Education	3	
Early Ch. Ed. 207s	Children's Literature		3
History 101-102	History of Western Civilization I & II	4	4
(or)	(or)		
History 123-124*	History of American Civilization I & II	3	3
Psychology 204s	Child Psychology		3
Early Ch. Ed. 211s	Exceptional Child	3	
	Elective	3	
		16-17	16-17

SECOND YEAR (Transfer Students)		CREDIT HOURS	
		1st sem.	2nd sem.
Early Ch. Ed. 201-202	Orientation in Early Ch. Ed. I & II (or)	3-4	3-4
	Liberal Arts Electives		
Biology 101-102	Principles of Biology I & II	4	4
History 101-102 (or)	History of Western Civilization I & II (or)	4	4
History 123-124*	History of American Civilization I & II	3	3
Liberal Arts Electives	Literature, History or Economics	3	3
Early Ch. Ed. 211	Exceptional Child		3
	Liberal Arts Elective	3	
		16-18	16-18

*Though not generally advisable, students may take one semester of Western Civilization and one semester of American Civilization.

†Course required, but does not carry academic credit. A student must complete 2 units of first aid and dance therapy.

Human Services: Human Services (General Option) Mental Retardation (Specialist Option) Recreation Leadership (Specialist Option)

This Program consists of three options for students: one in the field of human services generally, one in the human services specialty of Mental Retardation, and one in the human services specialty of Recreation Leadership. Students interested in any one of the options take a common set of required courses during their first semester before branching off into one of the three options.

The **Human Services General Option** responds to the directions that the field of human services is now taking. Those directions include:

- community-based residential treatment centers
- community "multi-service centers"
- out-patient day care facilities
- school programs that integrate "normal" and "problem" children
- out-patient medical treatment

Students in this Program will supplement appropriate course work with assignments to various agencies for field experience. Consequently, a graduate of the Program will be qualified to enter the work world as a paraprofessional assisting in the care of patients, students, or clients. In addition, a graduate of this Program may transfer to a four-year program in fields such as social work, rehabilitation counseling, human services, or liberal arts.

Students who are interested in transferring to a program in liberal arts are encouraged to select for their electives courses that are part of a traditional liberal arts education, e.g., philosophy, history, science, math, etc.

The **Mental Retardation Specialist Option**, as an adjunct to the Human Services Program, offers specialization in working with the mentally retarded. Since the Mental Health Act of 1963 treatment for the mentally retarded has received much attention. Helping people with varying degrees of mental retardation to function at the best of their abilities and to approximate "normal" lives with integrity has been and is being achieved through sheltered workshops, community residences, out-patient clinics, and the like. Opportunities abound for qualified, interested paraprofessionals to be a part of this growing field.

Students in this Program participate in the general Human Services Program, study mental retardation and learn specific treatment modalities, and actually work in mental retardation agencies during three of their four semesters at Lasell. A graduate of the Program will be qualified to enter the field as a paraprofessional assisting in the treatment and education of the mentally retarded, or she may transfer to a four-year program in rehabilitation counseling or social work.

The **Recreation Leadership Specialist Option** offers specialization to students interested in working in the human services area of recreation. Students receive training appropriate for future employment in such settings as local community recreation programs, nursing homes, and day-care centers. Forecasts indicate that growing opportunities will exist for para-professional workers in recreation particularly in therapeutic aspects of recreation. This option also provides appropriate background for students wishing to transfer to a four-year program in recreation.

Students in this option participate in the general Human Services Program, study recreation, and are provided three semesters of field experience in settings dependent on their particular recreation interest.

Graduates receive the Associate in Arts Degree.

Human Services

	FIRST YEAR (All Students)	CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Psychology 201	Introductory Psychology	3	
Psychology 213	Introduction to Human Services	3	
Psychology 223	Community Resources	3	
Psychology 210	Abnormal Psychology		3
Psychology 214	Supervised Field Placement and Seminar I†		6
Sociology 111	Introductory Sociology (General Option)		
(or)	(or)		
Psychology 224	Nature and Needs of the Mentally Retarded (Mental Retardation Option)		3
(or)	(or)		
Recreation 101	Introduction to Recreation I (Recreation Leadership Option)		
	Elective (optional second semester)	3	3
	Physical Education†	(1)	(1)
		15	15-18

Human Services (General Option)

	SECOND YEAR OPTION	CREDIT HOURS	
		1st sem.	2nd sem.
Psychology 215-216	Supervised Field Placement and Seminar II & III ‡	6	6
Psychology 218s	Dynamics of Small Groups	3	
Psychology 222	Small Group Facilitation Techniques and Theory		3
Psychology 202s	Psychology of Personality		
(or)	(or)		
Psychology 212	Psychology of Life Span	3-4	
Sociology 112s	Social Problems		
(or)	(or)		
Sociology 214s	Sociology of the Family		3
	Electives	3	3
		15-16	15

Mental Retardation (Specialist Option)

		SECOND YEAR OPTION		CREDIT HOURS	
				1st sem.	2nd sem.
Psychology 215-216	Supervised Field Placement and Seminar II & III‡			6	6
Psychology 218s	Dynamics of Small Groups			3	
Psychology 202s (or)	Psychology of Personality (or)				3-4
Psychology 212	Psychology of Life Span				
Sociology 111s	Introductory Sociology			3	
Psychology 227	Principles and Applications of Behavior Modification			3	
Psychology 222	Small Group Facilitation Techniques and Theory				3
	Electives				3-4
				15	16-17

Recreation Leadership (Specialist Option)

		SECOND YEAR OPTION		CREDIT HOURS	
				1st sem.	2nd sem.
Psychology 215-216	Supervised Field Placement and Seminar II & III‡			6	6
Recreation 102	Introduction to Recreation II			3	
Psychology 218	Dynamics of Small Groups			3	
Psychology 222	Small Group Facilitation Techniques and Theory				3
Recreation 103-104	Recreation Skills I & II			2	2
Biology 103	Human Biology			3	
Art 225	Art in Recreation				3
Sociology 111	Introductory Sociology				3
				17	17

† Course required, but does not carry academic credit.

‡ Course includes eight hours, minimum, weekly in field placement; supervision by staff member at facility and by program faculty person, and weekly two-hour seminar attended by all trainees, field placement supervisor, all faculty in program, and rotating visits from field facility staff. Two of these three semesters of Supervised Field Placement and Seminar shall be in the same site facility.

Liberal Arts

Lasell offers a **Liberal Arts major** leading to the Associate in Arts Degree. This major is designed to serve two types of students: the student who wants a full four-year liberal arts education and who plans to transfer to a senior college after graduation from Lasell, and the student who shares the belief in the importance of the liberal arts in the culture of the individual but who cannot, for any of a variety of reasons, devote four years to their study.

The **Liberal Arts Program** offers students the opportunity to take courses in English, science, mathematics, the humanities, foreign language, and the social and behavioral sciences. Specific Program requirements are complemented by opportunities for elective courses within the liberal arts.

The choice of specific courses by a student should be made upon close consultation with the student's faculty advisor. One consideration for the student contemplating transfer to a senior college should be the transferability of course choices to the colleges being planned as transfer possibilities.

To assist the student in course selection the following definitions for the Program will pertain:

the humanities: liberal arts offerings in art, foreign language, literature, music, philosophy, religion, and speech.

the social and behavioral sciences: liberal arts offerings in: anthropology, economics, history, political science, psychology, and sociology.

Liberal Arts

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
	Science/Mathematics*	3-4	3-4
	Humanities	3-4	3-4
	Social/Behavioral Science	3	3
	Foreign Language	4	4
	Physical Education†	(1)	(1)
		16-18	16-18
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
	Literature	3	3
	Social/Behavioral Science	3	3
	Science/Mathematics*	3-4	
	Liberal Arts Electives	6	9
		15-16	15

*A student must complete either two semesters of science and one of mathematics or two semesters of mathematics and one of science.

†Course required, but does not carry academic credit.

Medical Assistant

The **Medical Assistant Program** prepares students for future employment in a doctor's office, clinic or health maintenance organization (H.M.O.). Skills learned include medical skills in hematology and urinalysis, performing EKG's, taking vital signs and patient preparation for examination. Secretarial skills include typing, bookkeeping and transcription. The training includes six weeks in a medical office or clinic during the senior year. Students must provide their own transportation to their externship.

Students are expected to receive grades of C minus or better in each of their science and secretarial courses. Students' records are reviewed at the end of each semester to see which students may continue with the Program.

Upon completion of this Program the student will receive an Associate in Science Degree and will be eligible to take a Medical Assistant certifying examination.

The Medical Assistant Program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association.

Medical Assistant

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
	Anatomy and Physiology I & II	4	4
Biology 105-106	Elementary Typewriting I & II	2-3	2-3
Office Administration 111-112 (or)	(or)		
Office Administration 113-114	Intermediate Typewriting I & II		
Biology 109	Introduction to Health Sciences	2	
Psychology 201s	Introductory Psychology	3	
Office Administration 134	Medical Terminology	1	
Biology 110	Principles of Nutrition		1
Biology 104	Human Reproduction		3
	Elective (Biology 107 recommended)		3-4
	Physical Education†	(1)	(1)
		15-16	16-18

SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Office Administration 233	Medical Secretarial Practice	3	
Office Administration 226	Professional Bookkeeping		3
Med. Ass't. 204s	Medical Laboratory Techniques	4	
Med. Ass't. 209	Medical Assistant Techniques	3	
Office Administration 241	Medical Transcription I		1
Med. Ass't. 214	Medical Assistant Externship		5
Med. Ass't. 202	Biological Basis of Disease		3
Biology 201	Pharmacology	2	
Office Administration 213	Medical Typewriting I	2	
	Electives	3	3
		17	15

† Course required, but does not carry academic credit. Medical Assistants must take 2 units of First Aid. A CPR certificate is required. Students must carry malpractice insurance.

Medical Laboratory Technician

The medical laboratory offers limitless career opportunities. Here, pathologists, medical technologists, cytotechnologists, technicians and laboratory assistants work together to track down causes of diseases and to determine the presence, extent or absence of diseases. This work requires the operation of an array of precision scientific instruments and the performance of a number of laboratory tests.

The demands for laboratory service have increased tremendously. Positions are available in all parts of the country, in hospitals, clinics, physicians' offices, public health agencies, industrial, pharmaceutical and medical laboratories.

The **Medical Laboratory Technician Program** at Lasell includes laboratory work in clinical laboratories associated with Lasell. Here the student performs a variety of procedures, ranging from collecting blood specimens and staining slides for microorganisms to analyzing the chemical components of body fluids. It is necessary for one clinical laboratory experience to be completed during the first half of the summer after the first year at a facility close by to Lasell and arranged by Lasell. All students enrolled in the Program are expected to receive a C grade or better in each science course. All students are reviewed at the end of each semester to see who will be allowed to continue in the Program.

For the clinical rotations students are required to have either a uniform or a lab coat with a student identification badge. Transportation to and from clinical affiliations is the student's responsibility.

Upon completion of this Program the student will receive an Associate in Science Degree and will be eligible to take a Medical Laboratory Technician certifying examination.

The Medical Laboratory Technician Program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association.

Medical Laboratory Technician

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Biology 105-106	Anatomy and Physiology I & II	4	4
Chemistry 101-102	College Chemistry I & II	4	4
M.L.T. 109-110	Clinical Laboratory Techniques I & II	4	2
M.L.T. 111	Clinical Laboratory Techniques III		1
M.L.T. 108	Clinical Microbiology Techniques		1
Biology 107s	Microbiology		4
Office Administration 134	Medical Terminology	1	
	Physical Education†	(1)	(1)
		16	19

SUMMER SESSION (8 weeks)

M.L.T. 206	Clinical Laboratory Rotation	5
A or B or C		

SECOND YEAR

CREDIT HOURS

		1st sem.	2nd sem.
Math 108	Introduction to Statistics		3
Math 201	Calculus I	3	
M.L.T. 206A (and/or)			
M.L.T. 206B (and/or)			
M.L.T. 206C	Clinical Laboratory Rotations	5	5
M.L.T. 201	Clinical Chemistry Techniques	4	
M.L.T. 209-210	Clinical Laboratory Techniques IV & V	1	1
M.L.T. 211	Clinical Laboratory Techniques VI		1
	Electives (Exclusive of Math/Science)	3	6
		16	16

†Course required, but does not carry academic credit. A C.P.R. certificate is required.
Medical Laboratory Technicians must take 2 units of First Aid.

Nursing

The Lasell **Nursing Program** provides two academic years and one summer of carefully integrated academic education and clinical experience leading to an Associate in Science Degree. The Program is fully approved by the Massachusetts Board of Registration in Nursing, and graduates are eligible to take the Registered Nurse State Board Test Pool examination in Massachusetts.

Laboratory sciences, Liberal Arts courses and Nursing subjects are combined with clinical experience at the Newton-Wellesley Hospital, Brigham and Women's Hospital, Children's Hospital Medical Center, Glover Memorial Hospital, Westwood Lodge, Lahey Clinic Medical Center and the Weston Manor. Patient care is closely correlated with the classroom instruction and supplemented by ward conferences to make the learning process effective and meaningful in major areas of nursing.

In accordance with the philosophy of the College, we believe that the Program in Nursing will assist the students to develop their potentials and interests so that they may be better prepared for successful, responsible and useful living. This Program emphasizes small group conferences and individual attention to assist the students to meet their learning needs. In this way, the students can best adapt and grow to realize their fullest potential.

We believe that the Lasell **Nursing Program** will provide the student with the advantages of a general education and enable her to acquire the knowledge, skills and attitudes which will assure competency for employment in a first-level nursing position.

We believe that the **Nursing Program**, centered in a collegiate environment, will prepare graduate nurses of sound quality and judgment, who will be competent in giving direct nursing care.

We believe that an associate degree **Nursing Program** should emphasize theoretical knowledge and basic nursing skills which will provide a foundation for further professional growth and continuing education, both formal and informal.

ENTRANCE REQUIREMENTS

A student applying for the Lasell **Nursing Program** should be able to submit an above-average college preparatory record of sixteen units, including four units of English, two units in mathematics, two units in science (one of which should be chemistry), and two units in social studies. Two years or more of a foreign language are strongly advised. A Nursing candidate must have ability and character ratings that indicate success in the nursing profession. The student must be in good health and have a sincere desire to dedicate his/her interests and energies to the finest traditions of the nursing profession.

All Nursing students are required to carry a minimum of 12 semester hours with the exception of the summer session.

Lasell Junior College does not discriminate on the basis of sex in the admission of individuals to its **Nursing Program**. All such individuals are due all rights and privileges under college rules and regulations.

Nursing

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Biology 105-106	Anatomy and Physiology I & II	4	4
Nursing 101*-102*	Nursing I & II	6½	6½
Psychology 201s	Introductory Psychology	3	
Psychology 212	Psychology of Life Span		4
	Physical Education†	(1)	(1)
		16½	17½
SUMMER SESSION (8 weeks)			
Nursing 103*	Nursing III	9	
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Nursing 201*	Nursing IV	7	
Nursing 203s*	Nursing V	3	
Biology 107s	Microbiology	4	
Sociology 111s	Introductory Sociology	3	
Nursing 202*	Nursing VI		7
Nursing 204	Nursing VII		2
Elective	Social Relations Course (Required)		3
	Electives		6
		17	18

†Course required, but does not carry academic credit. Students must complete two units of First Aid.

*Clinical experience at affiliated hospitals. 4 clinical hours carry 1 semester hour of credit.

Office Administration

Lasell offers four distinct Office Administration programs for the young woman seeking employment in an office setting. These programs include: **Administrative Assistant, Executive Secretarial, Legal Secretarial, and Medical Secretarial.**

Each program provides students with a combination of professional courses and liberal arts. Graduates receive the Associate in Science Degree with the potential of responsible careers wherever well-trained and well-educated women are more and more in demand. Training in any one of these programs equips the individual to earn an increasingly attractive livelihood. Recently the need for graduates from such programs has been widely documented.

Administrative Assistant

This Program is designed for the career-minded young woman who desires to equip herself with business office skills for employment in a variety of offices where a knowledge of shorthand is not required.

Business executives seek intelligent young women whose educational backgrounds include an understanding of the problems and complexities of today's computer age, an ability to make wise decisions, and with employable skills in typewriting, machine operation, records management, and the preparation of communications.

The graduate of this two-year Program will be prepared to accept responsibility for the smooth functioning of her office environment and to free her employer from the countless details of daily routine. She can, after experience, be promoted to executive and managerial positions commensurate with her ability and ambition. Emphasis is placed upon the ability to meet and get along with people. No longer is today's "Girl Friday" confined to a desk and a typewriter from nine to five, as she finds herself becoming more involved in the competition and excitement of expanding opportunities for women today in business and the professions.

Each student must complete a minimum of 15 Liberal Arts credits.

Graduates receive the Associate in Science Degree.

Administrative Assistant

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 111-112 (or)	Elementary Typewriting I & II (or)	3-2	3-2
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 121s	Business Mathematics		3
Office Admin. 115	Essentials of Transcription	1	
Law 135s	Business Law I	3	
	Electives	6-9	6-9
	Physical Education†	(1)	(1)
		<u>15-19</u>	<u>14-18</u>
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Office Admin. 211-212 (or)	Advanced Typewriting I & II (or)	2	2
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 237s	Business Workshop		1
Office Admin. 231-232	Secretarial Training I & II	2	2
Economics 131s	Principles of Economics I	3	
Accounting 223	Principles of Accounting I	3	
Accounting 224	Principles of Accounting II (Recommended*)		3
Office Admin. 245-246	Word Processing I & II	3	3
	Elective	3	
	Liberal Arts Electives		6
		<u>16</u>	<u>17</u>

*Elective must be substituted if Accounting 224 is not taken.

†Course required, but does not carry academic credit.

Executive Secretarial

The **Executive Secretarial Program** is designed to produce secretaries equipped with business skills demanded by top employers and, at the same time, to offer the student through electives and extra-curricular experiences a diversified background for effective and enjoyable living.

The technical courses in the Program give thorough training in the salable skills of shorthand and typewriting, operation of business machines, records management, and the professional handling of financial records. The Secretarial graduate is also educated to appreciate the special problems of business and to understand and accept responsibility. Supplementary courses chosen from a wide field of Liberal Art studies assist the new secretary to enter upon her career in business not only with vocational competence but with more confidence, heightened intellectual awareness, and cultural appreciation.

Standards of proficiency in the fundamental secretarial skills are high, and the student is expected to develop her highest potential to exceed minimum requirements of speed and accuracy in order to achieve success in top secretarial positions.

Graduates of the Program go into responsible careers in the various fields of business. Secretarial training equips the individual to earn a livelihood immediately with skills that are currently very much in demand.

A special feature of the Secretarial Program is the Business Workshop, where students gain firsthand experience in the use of and study of the use of calculators, transcribing equipment, and other business machines.

Secretarial students must fulfill the requirements of the curricula as outlined. Those who complete advanced levels of typewriting and shorthand receive diplomas designated "A"; those who complete intermediate levels of typewriting and/or shorthand receive diplomas designated "B".

Each student must complete a minimum of 15 Liberal Arts credits.

Graduates receive the Associate in Science Degree.

Executive Secretarial

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 101-102	Elementary Shorthand I & II	4	4
(or)	(or)		
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 111-112	Elementary Typewriting I & II	3-2	3-2
(or)	(or)		
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 121s	Business Mathematics		3
Office Admin. 115	Essentials of Transcription	1	
Law 135s	Business Law I	3	
Electives	Liberal Arts Electives	3	3
	Physical Education†	(1)	(1)
		16-17	15-16
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Office Admin. 201-202	Advanced Shorthand I & II	4	4
(or)	(or)		
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 211-212	Advanced Typewriting I & II	2	2
(or)	(or)		
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 231-232	Secretarial Training I & II	2	2
Office Admin. 237s	Business Workshop	1	
Office Admin. 245	Word Processing I	3	
Accounting 223-224	Principles of Accounting I & II		
(or)	(or)		
Economics 131s	Principles of Economics I	3	3
(and)	(and)		
Accounting 223s	Principles of Accounting I		
(or)	(or)		
Office Admin. 246	Word Processing II		
(and)	(and)		
Accounting 223s	Principles of Accounting I		
	Liberal Arts Elective	3	
	Electives		4-6
		18	15-17

†Course required, but does not carry academic credit.

Legal Secretarial

The **Legal Secretarial Program** is designed to prepare a student for the position of executive secretary to a member of the legal profession. The course provides a means of orientation in the legal environment through instruction in law, legal terminology, and transcription.

The technical courses in the Program give thorough training in the vocational skills of shorthand and typewriting, operation of business machines, records management, and the professional handling of financial records. The Secretarial graduate is also educated to appreciate the special problems of business and to understand and accept responsibility. Supplementary courses chosen from a wide field of Liberal Art studies assist the new secretary to enter upon her career in business not only with vocational competence but with more confidence, heightened intellectual awareness, and cultural appreciation.

Standards of proficiency in the fundamental secretarial skills of shorthand and typewriting are high, and the student is expected to develop her highest potential to exceed minimum requirements of speed and accuracy in order to achieve success in top secretarial positions.

Secretarial students must fulfill the requirements of the curricula as outlined. Those who complete advanced levels of typewriting and shorthand receive diplomas designated "A"; those who complete intermediate levels of typewriting and/or shorthand receive diplomas designated "B".

Each student must complete a minimum of 15 Liberal Arts credits.

Graduates receive the Associate in Science Degree.

Legal Secretarial

FIRST YEAR

CREDIT HOURS

		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 101-102	Elementary Shorthand I & II	4	4
(or)	(or)		
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 111-112	Elementary Typewriting I & II	3-2	3-2
(or)	(or)		
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 115	Essentials of Transcription	1	
Office Admin. 121s	Business Mathematics		3
Law 135-136	Business Law I & II	3	3
Electives	Liberal Arts Electives	3	3
	Physical Education†	(1)	(1)
		<u>16-17</u>	<u>18-19</u>

SECOND YEAR

		CREDIT HOURS	
		1st sem.	2nd sem.
Office Admin. 201-202 (or)	Advanced Shorthand I & II (or)	4	4
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 211-212 (or)	Advanced Typewriting I & II (or)	2	2
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 231-232	Secretarial Training I & II	2	2
Office Admin. 237s	Business Workshop	1	
Office Admin. 218	Legal Terminology and Transcription		2
Office Admin. 245	Word Processing I	3	
Accounting 223-224 (or)	Principles of Accounting I & II (or)		
Economics 131s (and)	Principles of Economics I (and)	3	3
Accounting 223s (or)	Principles of Accounting I (or)		
Office Admin. 246 (and)	Word Processing II (and)		
Accounting 223s	Principles of Accounting I Liberal Arts Elective Electives	3	3-6
		18	16-19

†Course required, but does not carry academic credit.

Medical Secretarial

Many young women today are interested in pursuing careers in the expanding medical field. For those who do not wish to undertake the professional training necessary to become a doctor of medicine or a registered nurse, the position of medical secretary offers a challenging and rewarding alternative. Employment opportunities are nearly unlimited in doctors' offices, hospitals, clinics, medical departments of insurance companies, state or city health departments, pharmaceutical houses, and in many other offices where a combination of secretarial and scientific training is an indispensable requirement.

The **Medical Secretarial Program** is designed to equip the student to manage the medical office efficiently through training in routine office procedures, handling appointments, greeting patients, and keeping financial records. Emphasis is also placed on medical terminology, typing, and transcription of medical material from machine dictation. Based on a foundation of science courses, further training is included in performing routine clinical laboratory tests, and in clinical assisting techniques, enabling the student to work directly with the doctor and the patient.

The Program is offered with two options — with, or without, the shorthand courses. The transcription of medical material is usually from dictation on tapes and cassettes, training for which is given in both options. The student who does wish to acquire the shorthand skill, however, can round out her ability for any type of secretarial position, as well as for the occasional medical office where it would be helpful.

Medical Secretarial students must fulfill the requirements of one of the two curricula as outlined. Each student must complete a minimum of 15 Liberal Arts credits.

Graduates receive the Associate in Science Degree.

Medical Secretarial

(Without Shorthand)

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 111-112	Elementary Typewriting I & II		
(or)	(or)		
Office Admin. 113-114	Intermediate Typewriting I & II	3-2	3-2
Office Admin. 115	Essentials of Transcription	1	
Office Admin. 121s	Business Mathematics		3
Office Admin. 134s	Medical Terminology		1
Office Admin. 237s	Business Workshop		1
Liberal Arts Electives	Biology 101-102 or	4	4-3
	Biology 103-104 (Recommended)		
	Electives	6	3
	Physical Education†	(1)	(1)
		<u>16-17</u>	<u>16-18</u>

SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Office Admin. 213-214	Medical Typewriting I & II	2	2
Office Admin. 226	Professional Bookkeeping		3
Office Admin. 233	Medical Secretarial Practice	3	
Office Admin. 241-242	Medical Transcription I & II	1	1
Office Admin. 245	Word Processing I		3
Med. Ass't. 204s	Medical Laboratory Techniques		4
Med. Ass't. 209	Medical Assistant Techniques	3	
	Liberal Arts Electives	3-4	3-4
	Elective	3	
		<u>15-16</u>	<u>16-17</u>

Medical Secretarial

(With Shorthand)

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 101-102	Elementary Shorthand I & II		
(or)	(or)		
Office Admin. 103-104	Intermediate Shorthand I & II	4	4
Office Admin. 111-112	Elementary Typewriting I & II		
(or)	(or)		
Office Admin. 113-114	Intermediate Typewriting I & II	3-2	3-2
Office Admin. 115	Essentials of Transcription	1	
Office Admin. 134s	Medical Terminology		1
Liberal Arts Electives	Biology 101-102 or	4	4-3
	Biology 103-104 (Recommended)		
	Liberal Arts Electives	3	3
	Physical Education†	(1)	(1)
		<u>17-18</u>	<u>16-18</u>

		1st sem.	2nd sem.
Office Admin. 201-202 (or)	Advanced Shorthand I & II (or)	4	4
Office Admin. 103-104	Intermediate Shorthand I & II	2	2
Office Admin. 213-214	Medical Typewriting I & II	3	3
Office Admin. 226	Professional Bookkeeping	1	1
Office Admin. 233	Medical Secretarial Practice	3	3
Office Admin. 241-242	Medical Transcription I & II	3	4
Office Admin. 245	Word Processing I	3	4
Med. Ass't. 204s	Medical Laboratory Techniques	3	4
Med. Ass't. 209	Medical Assistant Techniques	3	4
	Electives (Office Administration 237 recommended)	3-4	1
		16-17	18

† Course required, but does not carry academic credit. Two units of first aid must be completed.

Open Studies

In recognition of the almost endless variations in background, interest, and talent that exist in any representative group of young women, Lasell has long made it a policy to assist in the arrangements of individual programs calculated to satisfy the needs and fulfill the potentialities of students whose aims or natural gifts seem to point in a direction not covered by any of the more or less standard collegiate curricula. In addition to the major fields outlined in the preceding pages, the College offers an **Open Studies Program**; this permits the student a certain latitude in her choice of subjects, the underlying principles being that the completed program must meet the student's serious vocational or personal needs, and that it must form, in the opinion of the student's adviser, a coherent and integrated plan of study without falling into the extremes of overspecialization or random distribution.

The **Open Studies Program** is built around a core of Liberal Arts electives, but with the added possibility of a number of electives both years in non-Liberal Arts subjects. The curriculum is designed for the student who would like to combine a liberal education with the opportunity to follow a side interest in one of the arts or to equip herself with the fundamentals of some of the basic skills of the business office. In addition, this Program appeals to the student who wishes to pursue a Liberal Arts program at Lasell without meeting the distribution requirements in science and/or language.

A student in Open Studies must elect a minimum of 36 semester hours of Liberal Arts Courses,* and fulfill all graduation requirements as described on page 8.

Graduates receive the Associate in Arts Degree.

* Liberal Arts Courses are so designated by an asterisk in the Course Descriptions Section of this Catalogue.

Physical Therapist Assistant

The **Physical Therapist Assistant Program** prepares students to assist professional physical therapists in rehabilitating patients disabled by illness or accident or patients possessing a birth handicap. The assistant will learn to utilize heat, cold, light, water, massage, sound, exercise, and other physical means. A high level of skill in the use of these physical means will be developed through both classroom and clinical experiences. Area physical therapy departments will be used for the students' clinical experiences. Students are responsible for their own transportation to clinical assignments.

Students are expected to receive at least a C— in each science course and each physical therapy course undertaken. All students will be reviewed at the end of each semester regarding their academic performance and progress in the Program.

The Associate in Science Degree is awarded to graduates of this Program. Employment opportunities exist in hospitals, rehabilitation centers, health service agencies, and nursing homes which have physical therapy departments.

The Program has been granted the status of **Accreditation** by the American Physical Therapy Association.

Physical Therapist Assistant

	FIRST YEAR	CREDIT	HOURS
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Biology 105-106	Anatomy & Physiology I & II	4	4
Psychology 201s	Introductory Psychology	3	
Physical Therapist Assistant 101	Physical Therapist Assistant I	4	
Physical Therapist Assistant 102	Physical Therapist Assistant II	2	
Physical Therapist Assistant 103	Physical Therapist Assistant III		2
Physical Therapist Assistant 104	Physical Therapist Assistant IV		2
	Electives*		6
	Physical Education†	(1)	(1)
		<u>16</u>	<u>17</u>
	SUMMER SESSION (4 weeks)		
Physical Therapist Assistant 105	Clinical Experience I		3
	SECOND YEAR	CREDIT	HOURS
		1st sem.	2nd sem.
Psychology 212	Psychology of the Life Span	4	
Physical Science 101	Physical Science I	3	
Physical Therapist Assistant 201	Physical Therapist Assistant V	4	
Physical Therapist Assistant 202	Physical Therapist Assistant VI	2	
Physical Therapist Assistant 203	Physical Therapist Assistant VII		2
Physical Therapist Assistant 204	Physical Therapist Assistant VIII		5
Physical Therapist Assistant 205	Physical Therapist Assistant IX		2
Physical Therapist Assistant 206	Clinical Experience II		3
Physical Therapist Assistant 207	Clinical Experience III		3
Physical Therapist Assistant 211	Kinesiology	2	
	Elective	3	
		<u>18</u>	<u>15</u>

† Course required, but does not carry academic credit. Students must complete two units of First Aid. A C. P. R. certificate is required.

*One elective must be taken from a list of social relations courses provided by faculty advisor.

Retailing/Merchandising

This **Program** is structured to provide a functional understanding of the major divisions of operation and responsibility within the field of retailing. Prime areas of concentration include merchandising and buying, personnel administration, and advertising. Students are provided opportunities to analyze and evaluate situations related to the role of the retail executive. This method presents a means of study through the "decision-making process" by exploring, evaluating, and discussing involved controversial issues and problems.

During the Christmas season, which starts after Thanksgiving, both freshmen and seniors are afforded the opportunity to participate in supervised field work assignments. Freshmen are placed in the Boston area, including the fashionable suburban stores. Seniors may be assigned outside the local areas in keeping with predetermined established standards. Arrangements for field work are made only after approval of all prerequisites and requirements of the Retailing Department have been met. Following each field work assignment, individual performance is carefully evaluated. Opportunity for discussion of each assignment follows the field-work period.

In addition to the fundamentals of Retailing, the following related courses of instruction are included: advertising, principles of marketing, economics, and psychology, and principles of business management.

These courses are designed to provide a well-balanced and oriented adjunct to the basic design and structure of the **Retailing/Merchandising Curriculum**. In context, the combined courses are intended to qualify the student to attain insight and maturity which can be applied to her chosen area of career specialization. Lasell is advantageously located within easy access to several large shopping centers which makes possible supplementary field-work assignments and classroom projects. Each phase of the **Retailing/Merchandising Program** is carefully planned in the interest of qualifying the graduate for executive responsibility.

Graduates receive the Associate in Science Degree.

Retailing/Merchandising

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Retailing 101	Retail Organization	4	
Retailing 102	Principles of Retailing		3
Office Admin. 109-110	General Typing (if necessary)	2	2
Office Admin. 121s	Business Mathematics	3	
Psychology 201s	Introductory Psychology	3	
Sociology 111s	Introductory Sociology	3	
	Electives		7-9
	Physical Education†	(1)	(1)
		16-18	13-17
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Retailing 209-210	Retail Advertising and Sales Promotion I & II	3	3
Retailing 207	Marketing	3	
Economics 131s	Principles of Economics I	3	
Retailing 201	Retail Store Practices	4	
Retailing 202	Retail Management Practices		3
Retailing 215	Personnel Management	3	
Retailing 216	Employee Relations		3
	Liberal Arts Elective		3
	Elective		3
		16	15

†Course required, but does not carry academic credit.

Course Descriptions

Courses designated with an * are considered Liberal Arts courses.
Numbers in parentheses indicate semester hours of each course.

Accounting

- 223s. PRINCIPLES OF ACCOUNTING I (3)**
A basic course designed to give an understanding of the principles and procedures of accounting used in modern business and to develop the ability of the student to comprehend and apply the mechanisms of the many recording phases of business activities. The areas treated are: principles of double entry; the accounting cycle as it affects professional, service and merchandising records; specialized journals and ledgers; preparation and interpretation of financial statements; labor-saving techniques; petty cash and payroll.
- 224. PRINCIPLES OF ACCOUNTING II (3)**
This course follows Accounting I. It is structured to include: management of partnership and corporation accounting; in-depth decision-making relative to plant assets, inventories, and corporation financial statements; control of cash systems; and an assembling of an income tax unit with supportive schedules. Offered second semester only. Prerequisite: 223s.
- 225-226. INTERMEDIATE ACCOUNTING I & II (3; 3)**
Following a review of principles learned in Principles of Accounting I and II, concentrates on financial statements covering assets, liabilities, corporate capital, and working capital. The second semester emphasizes the interpretation of financial reports, inventories, fixed assets, and investments. Prerequisites: 223 and 224.
- 227. COST ACCOUNTING (3)**
Methods of identifying labor and material costs, and of allocating overhead as applied to job order, process, and standard cost systems. This information is related to budgetary control, reports for management and tax implications. Prerequisites: 223 and 224.
- 228. FEDERAL INCOME TAXATION (3)**
Principles of personal, business and corporation taxes are explored in order to be able to prepare federal tax returns. Some emphasis on state tax returns as well. Prerequisites: 223 and 224.

Art and Music

ART

- 103-104. ART HISTORY I & II* (3; 3)**
Lectures, slides, films, field trips and seminars will be used to explore the visual arts from many points of view. Painting, sculpture, architecture and other art forms from various periods will be used to study selected topics from the history of art.
- 105-106. DESIGN AND COLOR I & II (3; 3)**
This studio and lecture course covers the fundamentals of design, with emphasis upon the exploration and use of varied materials and media.
- 107. WATERCOLOR I (3)**
Students experiment in a wide variety of techniques in watercolor and other water-based media. (Offered when sufficient student interest exists.)
- 108. WATERCOLOR II (3)**
A continuation of Art 107 in which increasingly more advanced problems in watercolors are explored. Each student's individual interest in subject and method will determine emphasis designed to meet needs in the development of expressive styles. (Offered when sufficient student interest exists.)
- 113-114. FUNDAMENTALS OF DRAWING I & II (3; 3)**
Varied aspects of drawing are presented, including concentration on line, form, shading, light and perspective. A variety of media and subjects are included.
- 126. PORTFOLIO I (2)**
Assists the students in assembling, as professionally as possible, a portfolio of their best work from all of their other courses. Freshmen will carry their work into their Senior Year toward a more selective, final presentation.
- 201. INTERIOR DESIGN I (3)**
The principles of color, planning and design as applied to residential and business problems, complemented by a survey of contemporary trends in environment design.
- 202. INTERIOR DESIGN II (3)**
A continuation of Interior Design I. Projects to include use of drafting tools, floor plans, elevations, and other views used by designers to graphically express their design intentions.
- 203. PAINTING I (3)**
The student explores varied compositional and technical problems in oil paint, acrylics and varied water-based paints. (Course offered alternate years.)

- 204. PAINTING II** (3)
Continuation of Art 203 with the opportunity for progressively more advanced painting problems. Prerequisite: 203. (Course offered alternate years.)
- 205. FIGURE DRAWING I** (3)
Various exercises including gesture, contour and shading studies from live models form the basis of this free and natural approach to drawing the human figure.
- 206. FIGURE DRAWING II** (3)
A great variety of approaches to the figure are used in different media such as pen and ink, pastels, watercolor, tempera and experimental, mixed media. Students are expected to make more interpretive, personal statements about the figure. Prerequisite: 205.
- 207. ADVANCED DESIGN** (3)
A studio-lecture course which involves the students in a critical exchange of ideas while exploring various concepts of the elements of design as applied to various media. Prerequisite: 105-106.
- 209. JEWELRY I** (3)
Introduction to the design of jewelry, the basic techniques, and the use of tools and various metals, materials and stones.
- 210. JEWELRY II** (3)
Students explore the potentials of metal as a medium for self-directed work while developing technical competence and skill in using various materials and stones. Prerequisite: 209. (Course offered alternate years.)
- 211. CERAMICS I** (3)
Introduction to hand-building methods in clay and throwing on the potter's wheel. Basic study of glazes, glazing and kiln-firing.
- 212. CERAMICS II** (3)
Students explore the characteristics of clay as a medium of self-expression while developing skill on the potter's wheel and technical competence in glazing. Prerequisite: 211. (Course offered alternate years.)
- 214. WEAVING OFF THE LOOM** (3)
Introduction to the fundamentals of basic weaving. Initial work with hand manipulated techniques aims at understanding the structure and expressionistic qualities of various fiber types.
- 215. PRINTMAKING I** (3)
A beginner, intermediate course in relief and intaglio printmaking. The class works with blocks and plates, as lino, zinc, plastic, wood, card, natural and found objects in the making of multiple impressions, using an electrified etching press.
- 216. PRINTMAKING II** (3)
Intended to focus on a single printmaking method per semester, such as silkscreen, collagraphy, etching or further exploration of any other. The method to be decided by the group and the instructor.
- 217-218. ADVERTISING DESIGN I & II** (3; 3)
The design of visuals, comprehensives and mechanicals for the graphic arts media; newspapers, magazines, direct mail, posters, and packaging within the limitations of photo-mechanical reproduction.
- 219s. PHOTOGRAPHY I** (3)
A basic foundation in negative and positive printing techniques and explores the aesthetic concepts of the medium.
- 220. PHOTOGRAPHY II** (3)
Continuation of Photography I. Deals with a broad range of aesthetic concerns in contemporary photography with an emphasis on negative and print quality. A portfolio of quality prints is the course objective. Prerequisite: 219. (Offered when sufficient interest exists.)
- 223s. ART FOR CHILDHOOD EDUCATION** (3)
Designed for those Early Childhood Education students who will be teaching young children. Students will experiment with a wide variety of materials to develop an understanding of creative art experiences and their value to the child.
- 224. FUNDAMENTALS OF DRAWING III** (3)
Varied aspects of drawing are presented, including concentration on line, form, shading, light and perspective. A variety of media and subjects are included. Prerequisites: 113-114.
- 225. ART IN RECREATION** (3)
General introduction to various forms of art activities applicable to recreational programs, ranging from camp, community, day-care centers, nursing homes, hospitals and playground settings. Designed for the Community Recreation major, but open as an elective to other students. (Course offered alternate years.)
- 226. PORTFOLIO II** (2)
The assembling of a final portfolio for Seniors in preparation for transfer to a four year program or for employment purposes. Reviewed by Art Department.
- 227-228. FASHION DESIGN STUDIO I & II** (3; 3)
A studio course designed to introduce and explore the concepts of fashion design, history of costume, survey of contemporary fashion designers, illustrators and photographers, and study of textiles and pattern drafting. Final projects will include the fabrication of original student designs.
- MUSIC**
- 101. ENCOUNTER WITH MUSIC I*** (3)
A study in the enjoyment and appreciation of music from the standpoint of the general listener. The history and development of music from Johann Sebastian Bach through the Mennheim and classic periods will be studied in detail. Particular emphasis placed on symphonic form and the orchestra.

102. ENCOUNTER WITH MUSIC II* (3)
Continuation of Music 101 covering music from Beethoven and Schubert, the Romantic period, to twentieth century music through Stravinsky.

105. CHORUS (1)
Provides a wide repertory of choral experiences for those who enjoy singing. Includes popular, semi-classical, and classical selections. Opportunity to sing in at least two concerts each year. Students may enroll each semester they are at the College for one credit per semester.

106s. MUSIC FOR CHILDHOOD EDUCATION (3)
Devoted to the teaching of music for children with emphasis on song, rhythmic games, appropriate serious music and toy instruments. An organized repertory of songs and games suitable for actual use in kindergarten and elementary school teaching is prepared during the semester for each individual student. All students who plan to take the course are required to take a placement test in the spring of their first year to determine their competency at the piano.

111s. MUSICAL COMEDY* (3)
A survey of the rise of the musical comedy from origins in England in the 18th century (Gay's THE BEGGAR'S OPERA) and thence to the 1920's in the United States. Works by Kurt Weill, Jerome Kern, Oscar Hammerstein II, Richard Rodgers, George Gershwin, Leonard Bernstein, Cole Porter, Lerner and Loewe, Meredith Wilson, and others will be studied.

203. POPULAR MUSIC* (3)
A detailed investigation of the rise of popular music in the United States with particular emphasis on the development of rock music and its derivatives. Musical examples from Elvis Presley to the Beatles and other English groups including the Rolling Stones, Eric Clapton, the Who, and American artists Alice Cooper, Jimmy Hendrix, Janis Joplin, Bob Dylan et al.

246. CONTEMPORARY MUSIC* (3)
Beginning with the works of Claude Debussy, surveys the output of Mahler, Stravinsky, Berg, Schonberg, Webern, and certain American composers, among them Aaron Copland. While the emphasis will be placed on the contemporary symphonic literature, certain works of smaller groups and vocal combinations will also be included. (Not offered each year.)

APPLIED MUSIC
Applied music available for beginners and for students in all stages of advancement. Lessons in voice, piano and organ, and other instruments may be taken.

Business

107. PRINCIPLES OF BUSINESS MANAGEMENT I (3)
Provides a working concept of business practices, as applied to structure, methods, policies, and objectives. Specific businesses analyzed and discussed in terms of operational practices, procedures, and profit motives. Types of business ownership, financing, organization, management, leadership, control, and marketing discussed.

108. PRINCIPLES OF BUSINESS MANAGEMENT II (3)
A detailed examination of the problems involved in planning, organizing, staffing, directing and controlling business organizations, with special attention to the career problems of young managers and particularly, young women managers.

207. MARKETING: PRINCIPLES AND METHODS (3)
Fundamentals of the nature of marketing will be presented and evaluated to specific functions and institutions. The market for consumer goods will be discussed and will include motivations, behavior, money and fashion. Emphasis placed upon marketing in relation to the retailing and wholesaling of consumer goods. Policies and practices as applied generally to marketing research will involve product development, selection, channels of distribution buying, physical distribution selling, and policies. Pricing under competitive conditions, social benefits of competition and government regulations.

209-210. PRINCIPLES OF ADVERTISING I & II (3; 3)
A broad view of advertising dealing with its planning, creation and execution in relation to the marketing cycle. Study will include the organization and operation of the advertising agency, publicity, public relations, behavioral sciences, budgeting and planning based on company's objectives. The creative techniques of art, layout, copywriting will be covered as well as production techniques for both print and broadcast media. A complete review will be made of all promotional media as relates to buying and selection procedures.

215. PERSONNEL MANAGEMENT (3)
Factual presentation and discussion of personnel management within the structure of the business organization. Its purpose and specific functions presented and evaluated. Case studies used in developing discussion within each area of responsibility. Also the role of labor relations in the personnel structure defined and analyzed.

216. EMPLOYEE RELATIONS (3)
Subject will be approached as it pertains to the anticipated responsibility of the junior executive in the supervision of personnel. Functions of the executive will be analyzed and discussed. In developing responsibility, the class will participate in role playing, sensitivity discussion and analyzing employee relations, issues and problems.

Computer Science

101. COMPUTER SCIENCE I (3)
Includes an introduction to electronic data processing which covers computer terminology and flow charting. Programming in the Basic language is taught on the Data General Eclipse C/150.

Hands-on training begins immediately. Required in Computer Science Program.

102. BASIC II

(3)

Continued study of the Basic language. Flow charting, writing and documentation of programs, testing and debugging are all part of the Program. Opportunity for extensive laboratory experience. Required in the Computer Science Program. Prerequisite: CS 101.

201. COBOL I

(3)

An introduction to COBOL (Common Business Oriented Language) programming. More sophisticated business applications than BASIC. Extensive laboratory experience. Required in the Computer Science Program.

202. COBOL II

(3)

Continued programming in COBOL with an emphasis on tape and disk file organization and maintenance-structured design techniques for business and industry. Extensive laboratory experience. Required in the Computer Science Program. Prerequisites: CS 103 plus knowledge of accounting.

203. SYSTEMS ANALYSIS

(3)

An introduction to management information systems and data base management concepts. Included in the course are feasibility studies and systems design which will include hardware and software considerations. Required in the Computer Science Program.

204. FORTRAN

(3)

An introduction to writing programs in the FORTRAN language, a highly structured computer language. Required in the Computer Science Program. Prerequisite: CS 102.

206. INDEPENDENT PROJECT

(3)

An approved project either on or off campus to give the Computer Science major more practical experience in programming.

Developmental Offerings

001. READING AND STUDY SKILLS

(0)

A five-week course designed to help students improve their reading ability and study skills. Concentrates on such areas as reading speed, reading comprehension and study habits. Direct application to text material from students' regular college courses. Meets five times a week in small group sessions. Offered through Learning Skills, Inc. of Putney, Vermont. (A fee is charged by Learning Skills for participation in the course.) Open to all Lasell students on a voluntary basis.

002. REMEDIAL ENGLISH WORKSHOP

(1)

A seven-week course scheduled during the Fall Semester for students having difficulty with the work in their required Writing 101 course. Concentrates on improving basic writing skills using materials and assignments from a student's Writing 101 section. Close coordination with required papers in 101. Entrance to the Workshop through referral by Writing 101 faculty, other Lasell faculty members or student self-referral. Meets three times per week in small group sessions. In addition to the instructor, peer tutors are available to help students. Open to all Lasell students.

003. REMEDIAL MATHEMATICS LABORATORY

(0)

A seven-week course to assist students in overcoming past deficiencies in mathematics and to help negate mathematics anxieties and attitudes of math avoidance. Concentrates on arithmetic and lower-level algebra covering such areas as: measurement, fractions, ratios, metric units, sign numbers, decimals, percents, graphs, and simple algebraic problems. For students requiring a strengthened background in math in order to be successful with their specific academic programs or for students simply wishing to improve themselves in math. Meets in small group sessions with opportunity for drop-in individualized instruction. Math instructor assisted by peer tutors. Members of psychology faculty lead small group sessions devoted to overcoming students' math anxieties. Entrance through faculty referral or student self-referral. Open to all Lasell students. No academic credit given.

Early Childhood Education

101-102. CHILD DEVELOPMENT I & II

(3; 3)

Growth and development of children from conception through adolescence (with emphasis on infancy and the pre-school years) as observable from the child's daily life and activities. Class discussions concern characteristic behavior as related to the growth sequence; the influences of adult guidance; and the health, welfare and social environment of young children.

201-202. ORIENTATION IN EARLY CHILDHOOD EDUCATION I & II

(4; 4)

A survey of the field of early childhood education. Discussions cover the essentials of good education for young children; methods by which the modern nursery school and kindergarten seek to meet the physical, social, emotional, and intellectual needs of young children; qualifications for teachers of young children; and career opportunities in the field. Three hours per week at the Lasell Child Study Center provide opportunity for practical experience in working with 3, 4 and 5 year old children. Prerequisite: 101-102.

207s. CHILDREN'S LITERATURE

(3)

Includes a survey of the place of children's literature in the education of the young child. The lectures, reading and discussions focus on the historical influences, as well as, the evaluation and selection of contemporary books. Emphasis is given to the development of necessary skills and techniques, including reading and telling children's stories, and the use of audio-visual materials.

211s. THE EXCEPTIONAL CHILD***(3)**

An introduction to the classification and general characteristics of visually and hearing impaired, mentally retarded, gifted, physically and emotionally handicapped children. The emphasis is on their special needs during the preschool and elementary school years. Prerequisite: 101-102.

English

All Freshmen take English 101-102 (Writing). In the second semester of her Freshman year the student may have a choice of one of several English 102 offerings with different thematic emphases, though the essential concern of the course is still on developing her writing skills.

ENGLISH**101-102. WRITING*****(3; 3)**

Concentrates on improving the student's attitude toward writing as well as the writing itself. The student can expect to write informal exercises, non-graded papers, graded papers, and journals. She can also expect to share some of her writing with an audience, to help others improve their writing, and to be involved in evaluating some of her own work. In addition to doing the reading for the course, the student will view films and participate in writing workshops. Scheduled individual conferences with the instructor are for the purpose of working on the student's particular writing projects and problems.

123-124. THE HISTORY OF AMERICAN CIVILIZATION I & II***(3; 3)**

(See History 123-124.) The American Literature survey and American Urban Literature are alternative discussion sections for those receiving English credit.

{ Lasell offers 2-3 second-year English courses each semester chosen from those listed below. Not all of the courses may be available during a student's 2 years at the College. }

201-202. ENGLISH LITERATURE: SELECTED THEMES AND WRITERS I & II***(3; 3)**

A survey that each semester offers a special thematic approach to the study of English literature. Various authors, from Chaucer and Shakespeare to Shaw and Yeats, are studied within such contexts as: convention and revolt; the hero and the heroine; or evil and decadence.

203. ADVANCED WRITING***(3)**

Designed to develop writing skills well beyond the level of Freshman English, with the principal emphasis to be announced each year: journalistic writing, the writing of poetry or the writing of fiction. The student's own work comprises the basic material to be studied, but texts and other assignments are used as needed.

207s. MODERN DRAMA***(3)**

The keynote of this course is variety and is chronological in structure. Emphasis will be placed upon the methods used and the themes embraced by playwrights of America and Western Europe who have endeavored to instruct and to please audiences of today and of the recent past.

208. THE LITERATURE OF FANTASY AND MYSTERY***(3)**

A selection of myth, folklore, science fiction and detective fiction. Principal topics will include man's literary attempts to deal with the unknown and his need for mystery. Typical authors studied will be Poe, Barthelme, Fowles, and Burgess.

209. CHILDREN IN LITERATURE***(3)**

The nature of the child as revealed in representative modern literature is considered. Particular topics: the child as criminal and in relation to the criminal system, the child against the background of a critical historical situation, and the child as a rebel against his society.

215-216. THE BRITISH NOVEL I & II***(3; 3)**

Some background is provided on the history of the novel in the British Isles from its Elizabethan origins onward, but the principal emphasis is on the great figures of the past two centuries. Reading for the first semester ranges from the Brontës to Joseph Conrad, while the second semester concentrates on significant authors and trends from about 1914 to the present.

217-218. CONTEMPORARY LITERATURE I & II***(3; 3)**

Representative English, American, and continental literature of the modern period with an emphasis on existential thought, alienation, and such literary movements as realism, naturalism, surrealism and the absurd.

221. THE CITY IN LITERATURE***(3)**

Through the use of selected texts, traces the history and meaning of the city as it has appeared in literature from ancient times to the present. In addition to analyzing the use of the city as a major metaphor in literature, offers the student an opportunity to study various authors' interpretations of the altering forms of man's principal location of habitation through time.

224. FILM AND LITERATURE***(3)**

The historical development, techniques and critical appreciation of significant films.

225. THE SHORT STORY***(3)**

Development of the short story as a Twentieth Century form, critical and creative approaches.

227. THE LITERATURE OF TRAVEL AND ADVENTURE*

(3)

Selected readings in the literature of travel and adventure, from classic and contemporary sources.

301-302. SEMINAR* (See page 19)

(3; 3)

Foreign Languages

FRENCH

101-102. ELEMENTARY FRENCH I & II*

(4; 4)

Fundamental spoken and written French and an introduction to the culture of present-day France, with extensive use of the Language Lab. The second semester includes basic supplementary materials geared to the individual career goal of students majoring in Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who do not present French for admission or who have had no more than two years of secondary school French with a grade of C – or less.

105-106. INTERMEDIATE FRENCH I & II*

(4; 4)

A review of basic grammar with special attention to the development of audio-lingual and writing skills. Selected readings, language lab materials and class discussion deal with life in France today. Students in career courses such as Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. will be given supplementary, individualized materials of practical use in their majors. Open to students who have completed French 101-102 with a grade of C – or better or who present two or three years of secondary school French.

400. INDEPENDENT STUDY* (See page 19)

(3; 3)

SPANISH

101-102. ELEMENTARY SPANISH I & II*

(4; 4)

Fundamental spoken and written Spanish and an introduction to the culture of present-day Spain and Latin America, with extensive use of the Language Lab. The second semester includes basic supplementary materials geared to the individual career goals of students majoring in Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who do not present Spanish for admission or who have had no more than two years of secondary school Spanish with a grade of C – or less.

105-106. INTERMEDIATE SPANISH I & II*

(4; 4)

A review of basic grammar with special attention to the development of audio-lingual and writing skills. Selected readings, language lab materials and class discussion deal with life in Spain and Latin America today. Students in career courses such as Early Childhood Education, Nursing and related medical fields, Business and Retailing, Secretarial Science, etc. will be given supplementary, individualized materials of practical use in their majors. Open to students who have completed Spanish 101-102 with a grade of C – or better or who present two or three years of secondary school Spanish.

400. INDEPENDENT STUDY* (See page 19)

(3; 3)

History, Economics and Philosophy

{ Lasell offers 3-4 history courses each semester chosen from those listed below. Not all of the courses may be available during a student's 2 years at the College. American Civilization I & II and the History of Women are offered each year. }

HISTORY

100. THE HUMAN EXPERIENCE*

(3)

An introduction to history with topics varying from year to year, e.g., modernization, the family, war and peace, sex; designed to introduce the student to non-chronological, analytical, and interpretive approaches to history.

101. WESTERN CIVILIZATION TO 1300*

(4)

An interdisciplinary approach to the development of Western humanity with concentration upon the cultural, literary, artistic, and philosophic, and passing reference to the political and economic. Lectures will cover, in more or less chronological pattern, pre-history to the Renaissance. Students will choose a weekly discussion group which will concentrate on either literary or philosophic materials beyond the text. (May be taken for credit either in the English or History Department.) (Course available alternate years.)

- 102. HISTORY OF WESTERN CIVILIZATION: 1300 TO THE PRESENT*** (4)
A continuation of History 101 and covers the history of western civilization from the Renaissance through the mid-twentieth century. Points up developments which have shaped the life of today. (Course available alternate years.)
- 112. EUROPE IN THE AGE OF ROMANTICISM AND AFTER: 1789-1920*** (3)
After treatment of the Industrial Revolution and the various political revolutions of the time span, an attempt will be made to trace the influence of these revolutions on the political, socio-economic, cultural, and intellectual developments of the period. Special consideration will be given to romanticism, liberalism, and socialism.
- 114. RECENT EUROPEAN HISTORY*** (3)
Examination of Europe in the 20th Century with stress on cultural developments and passing reference to politics and economics. Occasional mention of the Third World and the Western Hemisphere as appropriate. Concentration on interpretation rather than chronology.
- 115. ISSUES IN CONTEMPORARY POLITICAL THOUGHT*** (3)
Consideration of political and social issues under four broad topics: law, liberty, justice, and equality. Examines a variety of traditional and modern discussions of political and social theory to find some understanding for contemporary problems such as civil disobedience, life and death issues, restitution, war, anarchy, public employee strikes, etc.
- 123. AMERICAN CIVILIZATION I*** (3)
An examination of the chief political, social, and cultural features of American society as they have developed from its beginnings to the period of Reconstruction. All students attend a core of lectures. Each student selects a study section from one of the following areas: literature, culture, politics, thought, communities, minorities. (May be taken for credit either in the English or History Departments.) (Course offered every year.)
- 124. AMERICAN CIVILIZATION II*** (3)
A continuation of History 123 from the period of Reconstruction to the present. (Course offered every year.)
- 125. COLONIAL AMERICA*** (3)
An in-depth examination of factors that shaped the society, religion, politics, and mind of America from 1607-1775. Special emphasis on comparison of and contrast with Puritan New England and Anglican Virginia. Finally, setting of America on the eve of rebellion.
- 131. REVOLUTIONS AND REVOLUTIONARY THOUGHT*** (3)
This interdisciplinary course will undertake analysis of many types, facets, styles of revolution, including political, cultural, and scientific meanings of the concept.
- 132. TECHNOLOGY AND ALIENATION IN MODERN MAN*** (3)
Survey of historical developments in technology from the Industrial Revolution to the present. Philosophical nature of the concept 'alienation'. Practical applications of 'alienation' to technology. Implications for the future.
- 133. HISTORY OF WOMEN (U.S.)*** (3)
A social history of women in the United States, beginning in the colonial period, including movement west, fight for abolition of slavery, and, then, concentration on twentieth century issues. Emphasis on the image of women held during these periods, and the difference between the image and the actual conditions of women in education, employment, status and legal position, and political and economic life. The contributions of women to social change and the growth of women's movements included. (Course offered every year.)
- 141. RECENT AMERICAN HISTORY: 1945-1968*** (3)
The years of the Truman, Eisenhower, Kennedy and Johnson presidencies are studied from the economic, social, cultural, political, and foreign policy perspectives. Where practicable, class work will include individual assignments as well as some readings. Conducted as an informal seminar.
- 142. RECENT AMERICAN HISTORY: 1968-to-Date*** (3)
Focuses on the Nixon, Ford, Carter, and Reagan presidencies. Work will divide roughly into three areas: foreign affairs; domestic politics; economic, social, and cultural trends. Specific topics range from the Vietnam War to the women's movement, from the rise in divorce to the decline in education. Assignments are divided between core readings and individual study, and discussion will predominate over lectures.
- 150. THE MIDDLE EAST IN WORLD AFFAIRS*** (3)
Study of the Middle East as a "problem area" with emphasis on the period from World War I to the present. Topics will include nationalism — Arab and Zionist — the Arab-Israeli dilemma, OPEC, and the strategies and aims of the external powers.
- 217. JEWISH HISTORY: FROM EARLIEST TIMES TO THE FRENCH REVOLUTION*** (3)
An examination of Jewish history from its inception through ancient and medieval times, the Renaissance, early modern Europe and modern Europe to the French Revolution. Emphasis on intellectual and cultural aspects.

218. JEWISH HISTORY: FROM THE FRENCH REVOLUTION TO THE PRESENT* (3)
 Examination of the role of the Jew in modern history in general and in Jewish history in particular; emancipation, religious reform, modern anti-semitism, Zionism, the Holocaust, survival.

ECONOMICS

131s. PRINCIPLES OF ECONOMICS I* (MICRO) (3)

An introduction to the principles explaining the economic behavior of individuals, firms and industries in the mixed economic system. Topics included will be the theory of consumer demand and elasticity, supply and costs of production, theory of the firm under conditions of perfect and imperfect competition, the allocation of economic resources, an introduction to the principles of international trade, and the role of government in promoting the economic welfare of the people.

132. PRINCIPLES OF ECONOMICS II* (MACRO) (3)

Basic functions of the United States economy viewed as a whole and policies designed to affect its performance. Topics included will be economic scarcity, the causes of unemployment and inflation, the nature of money and monetary policy, the impact of government taxation and spending, the federal debt, issues concerning economic growth. Some consideration will also be given to international economic problems and to contrasting economic systems. Reference will constantly be made to current economic events. Prerequisite: 131s.

140. MONEY AND BANKING (3)

The relationship among money, income, credit, and monetary policy and among individuals, banks, money markets, governments, and central banks. Structures and operations of commercial banks. Non-banking financial institutions and the structure of financial markets. Elements of monetary theory. Field trips to the Federal Reserve Bank in Boston.

PHILOSOPHY

100. INTRODUCTION TO PHILOSOPHY* (3)

Introduces the student to the basic problems of philosophy, such as the sources of knowledge, the relationship between mind and body, freedom as opposed to determinism, and the nature of values.

110. ETHICS* (3)

Introduction to analysis of conduct, moral reasoning, and foundation of ethical values in a search for the ultimate meanings of human experience. The following specific problems will be examined: life and death issues, human experimentation, sexuality, truth-telling in medicine, honesty in business, cheating, lying, stealing and reparation, egoism, obligation, capital punishment.

120. THE RELIGIOUS EXPERIENCE* (3)

An exploration of the religious experience both personally and as part of a group. Examples will be taken primarily from myths, classic and contemporary, and from mystical experiences, both eastern and western. An attempt will be made to discover the circumstances under which such an experience may be seen as meaningful. (Course offered alternate years.)

123. GREAT RELIGIONS* (3)

The great religions of the ancient and the modern world, their fundamental differences and similarities. Emphasis is upon an understanding of the basic concepts of Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam. (Course offered alternate years.)

126. AESTHETICS* (3)

Creativity, interpretation, expression, style, symbolism, evaluation, art, and society — all from the philosophical perspective. Students are exposed to a variety of approaches to the question: "what is beauty?" The arts and everyday experience examined in an effort to answer the question about beauty as well as the other questions such exploration will raise. (Course offered alternate years.)

128. EXISTENTIALISM* (3)

An examination of such questions as: who am I?; why am I here?; what does it mean to exist?; what relationship(s) do I have with myself?, with others?, with the universe? In an effort to respond to these and further questions, readings will be from Kierkegaard, Nietzsche, Heidegger, Buber, Jaspers, Sartre, and others. Discussions will be centered around the ideas contained in or suggested by the readings. The influence of existentialism on psychology, society, art, religion, and politics explored. (Course offered alternate years.)

130. PHILOSOPHY OF LOVE AND SEX* (3)

An investigation of affectivity centering on different meanings of the emotion 'love,' including friendship, spirituality, ecstasy, romance. Also, philosophical inquiry into the person-as-sexed — freedom, choice, responsibility, object, subject, authenticity. Readings from Plato to Robert Solomon.

300-301. SEMINAR* (See page 19) (3; 3)

Humanities

100. INTRODUCTION TO THE HUMANITIES*

(1)

An introduction by way of the "mini course" to various fields covered by the general heading "Humanities." The student may take any 5 week unit for 1 credit, the entire sequence for 3 credits, or any combination of units for 1 credit per unit. Separate units may be taken over the course of one or several semesters with no unit being a prerequisite for any other unit. Each semester, offerings are usually found in philosophy, music and literature. Depending on faculty availability, offerings may also be given in art, religion, history, and history of science. Units are taught by members of several departments, including Art and Music, English, and History and Philosophy.

Law

135s. BUSINESS LAW I

(3)

Gives the student working knowledge of everyday law as it applies to business and personal needs. The focus is primarily on contract law and property law.

136. BUSINESS LAW II

(3)

A continuation and over-all completion of the students' working knowledge of everyday law as it applies to business and personal needs. The subjects included are: Articles II, III, and IV of the Uniform Commercial Code; Corporations, Agency, and Insurance Law. Prerequisite: 135s.

Nursing

101. NURSING I

(6½)

An introductory course designed to provide a foundation for future courses in the Nursing curriculum. The course provides both theory and carefully selected clinical experiences in the hospital. Focuses attention on the development of scientific skills, basic understandings and appropriate appreciations which are necessary to meet the basic physical and psychological needs of the patient. Pharmacological and dietary aspects are integrated. Also considered are the historical, ethical, and professional aspects of nursing today. Clinical experience is centered at the Newton-Wellesley Hospital, Glover Memorial Hospital, and Weston Manor. Classes in interpersonal relationships are given during the first 6 weeks of this course.

102. NURSING II

(6½)

Involves the principles and practice of comprehensive nursing care in relation to major problems of adults in the general hospital. Correlation of theory and practice is achieved under close supervision through assigning students to care for patients with physical needs that have recently been discussed in class. Emphasis is placed upon the meaning of illnesses to the individual patient, the problem solving approach and the challenge to the nurse as a member of the health team; pharmacological and dietary aspects are continued. Clinical experience at Newton-Wellesley Hospital, Weston Manor and Glover Memorial Hospital. Prerequisites: Nursing 101 and Biology 105.

103. NURSING III (Summer Session Course)

(9)

Through this course in basic maternal child health nursing, the student gains an understanding of the relationship of the developmental processes to the health needs of the individual from conception through child-bearing years. The student utilizes the nursing process in assessing the physiological and psychological impact of the developmental process, and the effects of physical and emotional stressors on individuals and families and provides for effective intervention. Experience is provided in caring for the mother and newborn infant at Brigham & Women's Hospital. Physical and psychological needs are emphasized in relation to the mother, child and family. Through classroom and clinical experience, common health problems of the child are studied. Hospital experience is at the Children's Hospital Medical Center. Prerequisites: Nursing 102, Psychology 201, Psychology 212, Biology 106.

201. NURSING IV

(7)

Aims to develop in the student the ability to utilize scientific principles and problem-solving techniques to meet the nursing needs of patients with common medical-surgical problems. The nursing process is emphasized through the use of nursing care plans dealing with recognition, interpretation and alleviation of problems related to altered homeostatic responses and mind-body interactions. Runs concurrently with Nursing V and course content is correlated. Principles of nutrition and pharmacology are included. Clinical experience is centered at Newton-Wellesley Hospital and Glover Memorial Hospital. Includes both day and evening rotations to medical and surgical units and intensive care unit. Prerequisite: Nursing 103.

203s. NURSING V

(3)

Emphasis is placed upon the development of beginning appreciation and understanding of mental health and ability to recognize normal and pathological behavior adjustments. Clinical experience is centered at Westwood Lodge. Prerequisites: Nursing 102, Biology 106, Psychology 212.

202. NURSING VI

(7)

A continuation of Nursing IV. It continues to utilize scientific principles and problem solving techniques in caring for patients in a hospital setting. Emphasis is placed upon patients with relatively complex disease entities, critical illness or extensive medical or surgical therapy, and long-term illness. Day and evening experiences are provided to assist the student to develop an awareness of the total nursing responsibilities in the clinical area. Seminars provide students with the opportunity to explore as a group the many aspects of nursing responsibilities involved in their care of patients with complex problems. Clinical experience is centered at the Newton-Wellesley Hospital and Glover Memorial Hospital. Prerequisite: Nursing 201.

204. NURSING VII

Planned to help the student understand the privileges, obligations, and responsibilities of the graduate nurse. Career opportunities in various fields of nursing are discussed, along with legal and ethical aspects of the nursing profession. Attention is given to past, present, and future trends in nursing.

Office Administration

101-102. ELEMENTARY SHORTHAND I & II

(4; 4)

A basic course in Gregg Shorthand, covering principles of theory, a review of business English fundamentals, dictation practice, and introduction of transcription. Corequisite: 111 or its equivalent.

103-104. INTERMEDIATE SHORTHAND I & II

(4; 4)

Reviews shorthand theory; English grammar, spelling, and vocabulary; and develops dictation speed and transcription ability to an employable level. Recommended for students with a shorthand background equivalent to 101-102, but whose speed level precludes 201-202.

109. GENERAL TYPEWRITING I

(2)

Offered to students who are interested in typewriting for personal use, or to meet minimal typing requirements of other majors. Instruction is offered in correct touch-typewriting technique for keyboard mastery, letter styles, simple tabulations, and basic manuscript setups. A reasonable degree of speed and accuracy is sought.

110. GENERAL TYPEWRITING II

(2)

Presupposes General Typewriting 109 or its equivalent. Speed and accuracy are further developed, and the instruction introduced in 109 is pursued in more depth. Does not necessarily meet the requirements for entrance to 113-114.

111-112. ELEMENTARY TYPEWRITING I & II

(3; 3)

An intensive and thorough course in beginning typewriting, training in touch-typewriting, correct operating techniques on various makes of machines, and the development of reasonable speed and accuracy. Instruction covers centering arrangements, memos, letter styles, rough drafts, tabulations, and manuscripts with footnotes.

113-114. INTERMEDIATE TYPEWRITING I & II

(2; 2)

For students who have had previous typing experience equivalent to 111-112, but whose speed level precludes taking 211-212. Typewriting fundamentals are reviewed and instruction is given in more depth on letter styles, manuscripts, and tabulations. Legal instruments and special business forms are introduced. Speed and accuracy are developed for vocational competency.

115. ESSENTIALS OF TRANSCRIPTION

(1)

Includes English Essentials needed by the professional woman entering today's business office. The basic rules for communicating — sentence structure, punctuation, spelling, correct word usage, grammar studies are included.

121s. BUSINESS MATHEMATICS

(3)

Practice is first given in the fundamentals of arithmetic. Following this, application is made in percentages, retail and cash discounts, inventories, mark-ups and mark-downs, financial statements, interest and bank discount, stocks and bonds, banking services, sales, property, and customer taxes, and payroll to the extent that these topics relate to retailing and secretarial positions.

134. MEDICAL TERMINOLOGY

(1)

Introduces the student to a mastery of medical prefixes, suffixes, and roots in order to reach a comprehension of basic medical terms.

201-202. ADVANCED SHORTHAND I & II

(4; 4)

Presupposes a complete mastery of shorthand theory and a reasonable degree of dictation and transcription ability. Skill in dictation speed and ability to produce mailable copy are perfected to meet the more demanding secretarial positions in business.

211-212. ADVANCED TYPEWRITING I & II

(2; 2)

Develops to the highest degree typewriting speed and accuracy. Instruction is given in the arrangement of business correspondence, advance tabulations, manuscripts, statistical data, legal documents, and executive typewriting. Prerequisites: 111-112 or 113-114, or equivalent.

213-214. MEDICAL TYPEWRITING I & II

(2; 2)

A second-year typewriting course specifically designed for the secretary who will be employed in a medical setting. Medical terminology, records, and forms emphasized. Practice to improve accuracy and speed. Required of all Medical Secretarial students. 213 required of all Medical Assistant students. Prerequisite: 112 or 114.

218. LEGAL TERMINOLOGY AND TRANSCRIPTION

(2)

Introduces the student to the most commonly used legal terms in the legal office of today. In addition, the student transcribes from tapes, various legal papers, forms, and correspondence.

226. PROFESSIONAL BOOKKEEPING

(3)

This is a course designed to give the medical secretary and medical assistant an understanding of the theory of double-entry bookkeeping as it applies to records for professional people. The accounting cycle is developed on a cash approach for classes of income derived from services rendered. Special emphasis is given to proper recording of personal investments in real estate and stocks and bonds. For Medical Secretarial and Medical Assistant seniors only.

231-232. SECRETARIAL TRAINING I & II**(2; 2)**

This course is designed as a complete office-methods survey. The following topics are covered: English fundamentals and usage, personality and office etiquette, records control and indexing, planning itineraries, scheduling appointments, telephoning, interviewing office visitors, composing business letters, computer technology and its relation to the secretary, statistical information, planning for a professional career. A problem-solving approach is used by utilizing simulated office situations.

233. MEDICAL SECRETARIAL PRACTICE**(3)**

This course introduces the student to the qualifications required for medical secretarial/assistant work. Medical terminology, ethics, telephone technique, case histories, filing and machine transcriptions are stressed. Special emphasis is placed on a review of English grammar, letter writing, patients' records, and all routine office procedures required in a medical secretarial position. For Medical Secretarial and Medical Assistant seniors only.

237s. BUSINESS WORKSHOP**(1)**

This course is required of all second-year students enrolled in the Executive Secretarial or Administrative Assistant curricula. With special permission of the instructor seniors enrolled in typewriting courses may elect the course. The Workshop provides an acquaintance with transcription machines, calculators, and duplicating machines.

241-242. MEDICAL TRANSCRIPTION I & II**(1; 1)**

After suitable instruction, the student will work independently, as well as under supervision, approximately 2 hours a week in the Machines Laboratory transcribing medical case histories and medical letters from all types of voicewriting machines used in the medical office: belt, disc, and tape-cassette models. Required in Medical Secretarial and Medical Assistant Programs; open to others with permission of instructor. Prerequisites: 111-112, or equivalent; and 134.

245. WORD PROCESSING I**(3)**

Required of all second-year students in the Executive, Administrative Assistant, Legal, and Medical Secretarial Programs. To provide students with hands-on training in word processing. Familiarization with word processing concepts, terminology, and editing skills. Special emphasis placed on standardized formats for letters, memos, and other business forms.

246. WORD PROCESSING II**(3)**

Required of all second-year students in the Administrative Assistant curriculum. To further expose students to the capabilities of the Word Processor. Emphasis on certain word processing skills, such as editing, storage, and production work. Students in other Office Administration Programs encouraged to enroll. Prerequisite: OA 245.

Physical Education

A student must satisfactorily complete eight (8) units of Physical Education for graduation. The Physical Education Department divides the academic year into four (4) quarters, with each quarter offering different units for credit. Credit for each unit, or units, is given on an attendance basis. When a student has completed at least 4 units, an S will appear as a semester grade. A total of two S's, representing 8 units of activity, must appear on her transcript for graduation. A student who is planning to transfer should consult the catalog of the transfer school to see what Physical Education transfer credit is required.

1 UNIT COURSE: Regular one hour class per week for a quarter.

Archery	Gymnastics
Badminton	Slimnastics
Basketball	Soccer
Dance (Modern, Jazz, Ballet)	Softball
Fitness Lab.	Tennis
Golf	Volleyball

2 UNIT COURSES: Advanced skills requiring two or more hours per week for a quarter.

Basketball (Intercollegiate)	Dance Workshop
Canoeing — Crew	Riding

A student in the Early Childhood Education, Physical Therapist Assistant, Medical Secretarial, Medical Laboratory Technician, Medical Assistant and Nursing curriculum is required to take First Aid (2 Units). (First Aid is given in quarters 2 & 3 only.) A student in the Early Childhood Education curriculum is required to take Dance Therapy.

Recreation Leadership**101-102. INTRODUCTION TO RECREATION I & II****(3; 3)**

A foundation in concepts, principles and information concerning the fundamentals of professional leadership in recreation, youth leadership and related fields of human services. The student is introduced to the significant resources in community recreation services.

103-104. RECREATION SKILLS I & II**(2; 2)**

Required of all Recreation Leadership students, emphasis on varied skills needed in several different recreation settings. Specific emphases determined as student needs and interests suggest. Independent projects designed by the instructor and the individual student. Serves to fulfill physical education requirements.

Retailing/Merchandising**101. RETAIL ORGANIZATION****(4)**

Provides a basic analysis of principles of retail selling. The elements of sales are considered in

each of their respective categories. Application of sales practices is demonstrated through role playing and class discussion. Opportunity to demonstrate the principles of retail selling is provided through individual field work assignments in approved Boston and suburban department and specialty stores during the Christmas season.

102. PRINCIPLES OF RETAILING

(3)

Each segment of retail store structure and operation is analyzed as related to the coordination and function of department store, discount house, branch and specialty stores. Designed to provide an insight into the functioning of each division and department within the entire retail structure.

106. FUNDAMENTALS OF FASHION AND DESIGN

(3)

An understanding and appreciation of fashion and interior design from the past to the present is developed through the study of line, color, and form. Projects, lectures, and field trips stress the value of art in the retailing field. Open to all students.

201. RETAIL STORE PRACTICES

(4)

Functional responsibilities of major divisions of retailing are analyzed and discussed through the use of case studies and class involvement. Attention will be focused on the differences in operational practices and procedures of department, specialty, branch and discount stores. Field work assignments in the Boston and New York areas are carefully prearranged to include meaningful responsibilities.

202. RETAIL MANAGEMENT PRACTICES

(3)

Specific procedures and functions of divisions and departments within the retail store structure will be defined and analyzed in depth, included in this grouping are: 1. *Merchandising* — resources, stock control and budgets. 2. *Customer Services* — housekeeping, delivery, maintenance, telephone shopping, gift wrapping, travel bureau. 3. *Control* — financing, auditing, credit, I.B.M. and data processing. 4. *Publicity* — advertising, display, fashion shows. 5. *Personnel* — covering job evaluation, wage administration, employee relations, union contracts, and job performance. Evaluation of these functions will be equated to potential interests of students in preparing assignments.

207. MARKETING: PRINCIPLES AND METHODS

(3)

Fundamentals of the nature of marketing will be presented and evaluated to specific functions and institutions. The market for consumer goods will be discussed and will include motivations, behavior, money and fashion. Emphasis placed upon marketing in relation to the retailing and wholesaling of consumer goods. Policies and practices as applied generally to marketing research will involve product development, selection, channels of distribution buying, physical distribution selling, and policies. Pricing under competitive conditions, social benefits of competition and government regulations.

209-210. RETAIL ADVERTISING AND SALES PROMOTION I & II

(3; 3)

A basic course in the principles of advertising, sales promotion, publicity and public relations as related to retailing. Functions of the advertising department from the initial budgeting and planning stages through the execution of a complete campaign for all types of stores. Copywriting, art and layout, production, consumer behavioral objectives and research with detailed study of all media such as newspaper, radio and television, direct mail, outdoor, and transit. Other functions including pricing practices, window and interior display as coordinated with retail practices explained.

215. PERSONNEL MANAGEMENT

(3)

Factual presentation and discussion of personnel management within the structure of the business organization. Its purpose and specific functions presented and evaluated. Case studies used in developing discussion within each area of responsibility. Also the role of labor relations in the personnel structure defined and analyzed.

216. EMPLOYEE RELATIONS

(3)

Subject will be approached as it pertains to the anticipated responsibility of the junior executive in the supervision of personnel. Functions of the executive will be analyzed and discussed. In developing responsibility, the class will participate in role playing, sensitivity discussion and analyzing employee relations, issues and problems.

Science and Mathematics

100. CONTEMPORARY ISSUES IN SCIENCE

(1)

A series of "mini courses" in the fields of biology, chemistry, physics, astronomy, general science, health and medicine. Each "mini course" meets five weeks for one credit. During a semester a student may enroll for any or all of the "mini courses" and receive one credit for each course completed. Specific "mini courses" for a given semester are listed in the semester's Master Schedule.

BIOLOGY

101-102. PRINCIPLES OF BIOLOGY I & II*

(4; 4)

A basic course in biology to develop an appreciation of the patterns of functioning of living organisms at all levels and the variety of life. Consideration given to: the fundamentals of plant and animal cell activities, the organ systems that are integrated to form the adult human organism, the major groups of plants and animals, and the basic principles of inheritance, evolution and ecology. Elective course.

103. HUMAN BIOLOGY*

(4)

A study of the activities that are characteristic of living matter within the human body. Emphasis placed on the relationship of various systems to each other and to the human beings as a whole in health and disease. Elective course.

- 104. HUMAN REPRODUCTION*** (3)
The hormonal, anatomical and physiological aspects of the reproductive process in the male and female related to present day problems of fertility and sterility, of population control and contraception, and of childbirth and abortion. Required in Medical Assistant Program. Elective course.
- 105-106. ANATOMY AND PHYSIOLOGY I & II*** (4; 4)
A comprehensive study of the human body by systems in order to gain some understanding of its basic mechanisms and functions. Required for all students enrolled in the Medical Laboratory Technician Program, Physical Therapist Assistant Program, Medical Assistant Program and Nursing Program. Open to students as an elective course.
- 107s. MICROBIOLOGY*** (4)
A study of the structure and function of the different groups of microorganisms and their role in health and environment. Emphasis placed on the human pathogenic microorganisms — how to grow, observe and identify them. The interactions between man and microbes is examined with reference to immunology and antibiotics. Required in the Nursing and Medical Laboratory Technician Programs; open to other students as an elective course. Prerequisite: one year of College Biology (Bio. 101-102, 103-104, or 105-106) or permission of instructor.
- 109. INTRODUCTION TO HEALTH SCIENCES** (2)
Contains a brief history of medicine, medical law and ethics, communication, aging, death, and dying. The role of the allied health worker in today's society emphasized throughout. Required in the Medical Assistant Program. Open to all students as an elective.
- 110. PRINCIPLES OF NUTRITION** (1)
Includes studying nutrients, evaluating menus, planning menus, and eating habits. Focus on modified diets and the influence of culture and economic factors. Discussions on the nutritional needs of the various age groups in the life cycle. Required in Medical Assistant Program; open to other students as elective course.
- 201. PHARMACOLOGY** (2)
Introduction to medication therapy. Focuses on drug laws, definitions, modes of administration and interaction of drugs. How medications affect the system of the body and drug doses. Required in Medical Assistant Program; open to other students as elective course.
- 212. GENETICS*** (3)
An introduction to classical Mendelian inheritance and current molecular genetics with consideration of human clinical problems. Prerequisite: One year of college biology or permission of the instructor. Elective course.
- 300-301. SEMINAR* (See page 19)** (3; 3)

CHEMISTRY

- 101-102. COLLEGE CHEMISTRY I & II*** (4; 4)
Chemistry 101 presents the fundamental laws of chemistry; properties of solids, liquids and gases; atomic and molecular structures. Chemistry 102 presents a detailed treatment of chemical equilibria in aqueous solution, including acid-based theory, pH, and buffers. In addition, electrochemistry and an introduction to the molecules of organic chemistry and biochemistry are discussed. Prerequisite: High school algebra. Required in Medical Laboratory Technician Program; open to other students as an elective course.

MATHEMATICS

- 105-106. INTRODUCTORY MATHEMATICS I & II*** (3; 3)
To familiarize the student with how mathematics is used in the fields of business, the social sciences, the allied health fields, and the physical sciences. Designed to acquaint the student with many new and exciting uses of mathematics, as well as to remedy any mathematical deficiencies. The topics considered include the use of tables, estimations, percentages, logic, probability, matrices, and statistics. Elective course.
- 108. INTRODUCTION TO STATISTICS*** (3)
An interdisciplinary approach to statistical methods is used. Topics such as means and dispersion, probability and frequency distributions are presented. Examples are used from science, the humanities and business. Required in Medical Laboratory Technician Program; open to other students as an elective course.
- 109-110. COLLEGE ALGEBRA AND TRIGONOMETRY I & II*** (3; 3)
A study of algebra and trigonometry including real numbers, equations, functions, polynomials, matrices, and determinants. Other topics include logarithmic and exponential functions, partial fractions, and law of sines. The primary objective is to prepare students for the study of calculus.
- 201. CALCULUS I*** (3)
An introduction to limits, continuity, and methods of differentiation, with a brief study of anti-derivatives and integrals. Application to problems in business management, physical sciences, and sociology is emphasized. The objectives are to prepare students for Calculus II, to improve problem solving skills, and to solve problems by differentiation.
- 202. CALCULUS II*** (3)
A continuation of 201; Calculus I. Covers integration and differential equations with applications from business, management, medical and biological sciences, physical sciences, and sociology. To prepare students for Calculus III; to improve problem solving skills; to develop an understanding of the methods and processes of finding integrals and solving differential equations.

MEDICAL ASSISTANT

202. BIOLOGICAL BASIS OF DISEASE

(3)

Discussion of some of the more common diseases encountered in a clinical situation. Emphasis placed on clinical symptoms, pathology, causes, patient handling and treatment. Drugs used in treatment and the uses and misuses of pharmaceuticals. Prerequisites: Biology 106, Medical Assistant 209 and Office Administration 134. Required in Medical Assistant Program; open to other students as an elective course.

204s. MEDICAL LABORATORY TECHNIQUES

(4)

An introduction to the routine procedures commonly employed in the medical laboratory or physician's office. Included: urinalysis, hematology (normal and pathological), blood typing, gastric analysis, spinal fluid and fecal examination, EKG, and routine X-ray procedures. Emphasis placed on the theoretical background and practical application of the material studied. Prerequisites: Biology 106 or Biology 103. Required in Medical Assistant and Medical Secretarial Programs.

209. MEDICAL ASSISTANT TECHNIQUES

(3)

Offered first semester of senior year to senior Medical Assistants and will include clinical procedures used by a medical assistant in a doctor's office or clinic. Includes the importance of sterile technique, the principles of medication, assisting in minor surgery, the taking of vital signs, and dealing with situations where tact and understanding are necessary. Prerequisites: Biology 105-106, 109. Required in Medical Assistant Program.

214. MEDICAL ASSISTANT EXTERNSHIP

(5)

Supervised clinical experience assigned in affiliated doctors' offices and clinics for two full days, plus weekly seminars. Prerequisites: Biology 105-106, Medical Assistant 204, 209. Required in Medical Assistant Program.

MEDICAL LABORATORY TECHNICIAN

108. CLINICAL MICROBIOLOGY TECHNIQUES

(1)

Emphasis placed on diagnostic microbiology — the collection and processing of clinical specimens. Quality control in the clinical laboratory included.

109. CLINICAL LABORATORY TECHNIQUES I

(4)

Includes Hematology-normal and abnormal. Lecture/Laboratory. Required in the Medical Laboratory Technician Program.

110. CLINICAL LABORATORY TECHNIQUES II

(2)

Includes Immunology, Immunohematology, and Blood Banking with an introduction into the basics of serology. Lecture/Laboratory. Required in the Medical Laboratory Technician Program. Prerequisite: 109.

111. CLINICAL LABORATORY TECHNIQUES III

(1)

Includes the entire process of Hemostases and Coagulation, Fibrinolysis and Anticoagulant Therapy. Lecture/Laboratory. Required in the Medical Laboratory Technician Program. Prerequisite: 109.

201. CLINICAL CHEMISTRY TECHNIQUES

(4)

The student will become familiar with and develop proficiency in techniques practiced in clinical chemistry laboratories. Theory will be introduced to give the student a greater understanding of the bases of the techniques. Laboratory sessions will stress applications of these techniques and the use of equipment and instruments. Prerequisite: Chemistry 102 or permission of the instructor. Required in Medical Laboratory Technician Program.

206. CLINICAL LABORATORY ROTATIONS A,B,C

(5; 5; 5)

Supervised clinical experience assigned in an affiliated hospital or medical laboratory under the supervision of a medical technologist or pathologist. The rotation schedule provides experience in the following departments: blood banking, chemistry, hematology, microbiology, serology, urinalysis. Assignments made by the coordinator of the program. One rotation held during the first part of summer between the freshman and senior years. Prerequisites: Biology 106, 107, Medical Laboratory Technician 109, 110, 111, Chemistry 102. Required in Medical Laboratory Technician Program.

209. CLINICAL LABORATORY TECHNIQUES IV

(1)

Includes an in depth look into the physiology of the kidney; how urinary components are formed — macroscopic and microscopic observations of normal and abnormal patients. Lecture/Laboratory. Required in the Medical Laboratory Technician Program. Prerequisite: Medical Laboratory Technician 111.

210. CLINICAL LABORATORY TECHNIQUES V

(1)

An advanced course in Immunology and Serology with special emphasis on serology procedures encountered in the clinical laboratory. Lecture/Laboratory. Required in the Medical Laboratory Technician Program. Prerequisite: 209.

211. CLINICAL LABORATORY TECHNIQUES VI

(1)

Special topics in the Medical Laboratory Sciences, and an overview and review of the subjects the Medical Laboratory Technician student has been studying in academic and clinical experiences.

PHYSICAL SCIENCE

101-102. PHYSICAL SCIENCE I & II*

(3; 3)

Provides the nonscience major with an introduction to the principles governing the physical world that surrounds us all. Since experimentation is an important part of any scientific endeavor, personal experience with experiments to investigate topics such as energy, matter, light, electricity, and magnetism is emphasized. Required in Physical Therapist Assistant Program; open to other students as an elective course.

PHYSICAL THERAPIST ASSISTANT ASSISTANT

101. PHYSICAL THERAPIST ASSISTANT I

(4)

Body mechanics. Bed mobility. Positioning. Transfers. Introduction to therapeutic exercise. Corequisites: Bio 105, PTA 102. Program majors only.

102. PHYSICAL THERAPIST ASSISTANT II

(2)

Orientation to the Program. Introduction to physical therapy and the contribution of the physical therapist and physical therapist assistant. Introduction to concepts and systems of health care. Medical terminology. Anatomy and physiology for physical therapist assistants. Medical/surgical conditions module 1. Corequisites: Bio 105, PTA 101. Program majors only.

103. PHYSICAL THERAPIST ASSISTANT III

(2)

Therapeutic exercise cont. Seminar in preparation for Clinical Experience I. Prerequisites: Bio 105, PTA 101, PTA 102. Corequisites: Bio 106, PTA 104. Program majors only.

104. PHYSICAL THERAPIST ASSISTANT IV

(2)

Vital signs and uses. Tilt Table. Ambulation. Principles of teaching and learning. Introduction to response to illness and patient – helper interaction. Medical terminology cont. Anatomy and physiology for physical therapist assistants cont. Medical/surgical conditions module 2. Prerequisites: Bio 105, Psy 201s, PTA 101, PTA 102. Corequisites: Bio 106, PTA 103. Program majors only.

105. CLINICAL EXPERIENCE 1 (Summer Session Course)

(3)

Clinical experience under the supervision of a registered physical therapist. Prerequisite: Satisfactory completion of all Semester I and II courses. Program majors only.

201. PHYSICAL THERAPIST ASSISTANT V

(4)

Therapeutic exercise cont. Normal and abnormal motor development. Concepts of evaluation. Tests and measurements. Prerequisites: Satisfactory completion of first year. Corequisites: PTA 202, PTA 211. Program majors only.

202. PHYSICAL THERAPIST ASSISTANT VI

(2)

Respiratory physical therapy. Stress relaxation techniques. Asepsis. Advanced activities of daily living. Orthotics. Prosthetics. Medical/surgical conditions module 3. Prerequisites: Satisfactory completion of first year. Corequisites: PTA 201, PTA 211. Program majors only.

203. PHYSICAL THERAPIST ASSISTANT VII

(2)

Therapeutic exercise cont. Seminar in preparation for Clinical Experience II and III. Prerequisites: PTA 201, PTA 202, PTA 211. Corequisites: PTA 204, PTA 205. Program majors only.

204. PHYSICAL THERAPIST ASSISTANT VIII

(5)

Procedures used for relief of pain and improvement of tissue nutrition. Prerequisites: Phy Sci 101, PTA 201, PTA 202, PTA 211. Corequisites: PTA 203, PTA 205. Program majors only.

205. PHYSICAL THERAPIST ASSISTANT IX

(2)

Response to illness and patient-helper interaction cont. Concepts and systems of health care cont. Organization and administration. Legal considerations in physical therapy practice. Documentation. Medical laboratory tests and implications. Pharmacology. Medical/surgical conditions module 4. Prerequisites: Psy 212, PTA 201, PTA 202, PTA 211. Corequisites: PTA 203, PTA 204. Program majors only.

206. CLINICAL EXPERIENCE II

(3)

Clinical experience under the supervision of a registered physical therapist. Prerequisites: Satisfactory completion of all Semester I and II courses. Program majors only.

207. CLINICAL EXPERIENCE III

(3)

Clinical experience under the supervision of a registered physical therapist. Prerequisites: Satisfactory completion of PTA 206. Program majors only.

211. KINESIOLOGY

(2)

Function of musculoskeletal system and application to patient related activities. Prerequisites: Satisfactory completion of first year. Corequisites: Phy Sci 101, PTA 201, PTA 202. Program majors only.

Social Relations

ANTHROPOLOGY

131s. INTRODUCTION TO ANTHROPOLOGY*

(3)

A comprehensive survey of the origins of present-day man with emphasis on the cultural uniformity which unites all people as well as the cultural diversity which distinguishes one people from another. A cross-cultural understanding and appreciation of pre-literate groups, as well as today's emerging societies all over the world.

PSYCHOLOGY

201s. INTRODUCTORY PSYCHOLOGY*

(3)

To enable the student to understand and apply basic knowledge of human behavior. While investigating such areas as learning theory, perception, motivation, individual differences, personality traits, the student can integrate classical theories with contemporary issues in the field.

202s. PSYCHOLOGY OF PERSONALITY*

(3)

Designed to introduce the student to a variety of the most important theories of personality, i.e., Freud, Jung, Adler, Rogers, and others. In addition, considerable emphasis on developing insight and self-awareness on the part of the student. Case studies are examined with the intent of making theories more practical and useful, and with the hope that they will foster more understanding and awareness of the personalities of others. Prerequisite: 201s.

204s. CHILD PSYCHOLOGY*

(3)

Focuses on the development of the child's personality prior to adolescence. The principles and concepts of child psychology are supported by research evidence and are drawn from the major

theoretical viewpoints about early personality formation. While normal developmental patterns and preventive aspects are central, the student will investigate some areas of psychopathology, play therapy, familial influences, and prenatal care. Prerequisite: 201s.

210. ABNORMAL PSYCHOLOGY* (3)

Offers an examination of the wide range of personality and behavioral disorders. Both traditional and contemporary theories of psychopathology are reviewed. Emphasis is also placed on the tools, techniques, and process of both the diagnosis and the treatment of various disorders. Prerequisite: 201s and permission of the instructor.

211s. ADOLESCENT PSYCHOLOGY* (3)

Attempts to create an understanding of the meaning of adolescent behavior. Students examine Freud, Erikson, Sullivan and other relevant theorists, applying these theories to case studies to discover how such viewpoints illuminate adolescent behavior. Materials from anthropology and sociology constitute a minor theme of the course, since a study of the meaning of adolescent behavior must include recognition and the larger society in determining the adolescent experience. Prerequisite: 201s.

212. PSYCHOLOGY OF THE LIFE SPAN* (4)

Investigates the progressive unfolding of the person through the life span. The approach is integrative in terms of the following developmental principles as they pervade and influence the individual from conception through old age. Consideration will be given to both the building blocks of personality and to the dynamic variables which emerge as one moves into new stages of maturation. The application of the theoretical to life/work settings will provide a means by which students can understand themselves and others with whom they interact as experiencing regular, predictable changes throughout the course of their lives. Prerequisite: 202s or 204s (taken previously or concurrently) or written permission of the instructor.

213. INTRODUCTION TO HUMAN SERVICES (3)

A critical examination of the psycho-social aspects of selected problems and issues in the field of human services. An introduction to the techniques and programs currently utilized in the community and their particular use of paraprofessional assistance. Involves both didactic and field experiences.

214, 215, 216. SUPERVISED FIELD PLACEMENT AND SEMINAR I & II & III (6; 6; 6)

Designed for students in the Human Services Program, it provides the students with the opportunity to experience field work. Training in the skills by which students can offer direct and indirect assistance to the client population is provided.

218s. DYNAMICS OF SMALL GROUPS* (3)

Focus is upon class itself (as a small group) as it unfolds through the semester. The objective is to engender a basic understanding of the nature of a group, inter-personal relations within it, varieties of leadership, goal-setting, decision-making communication networks, and techniques of observing and analyzing group process. Prerequisites: Sociology 111s or Psychology 201s and written consent of the instructor.

220. PSYCHOLOGY OF DREAMING (3)

The phenomenon of dreaming approached from several eclectic perspectives: Jungian analysis of dream symbols; the relevant aspects of Freudian theory; Gestalt principles as applied to the dream; experimental research on dreaming; dreaming as a therapeutic tool; dream analysis for deepening self-knowledge. Each student will be required to keep a dream journal, and several techniques will be taught to help the student remember and analyze her own dreams. Students will be encouraged to share dreams in class, help each other decode dream symbols, and study some of the universal themes that emerge. Prerequisite: 201.

222. SMALL GROUP FACILITATION TECHNIQUES AND THEORY (3)

As the follow up for Dynamics of the Small Group, focuses on the application of constructs learned in the earlier course. Participants will be trained in leadership effectiveness and group facilitation theory and techniques. The history of "small group movement" will be integrated into the theoretical aspects of the course. Students will be exposed to methods of assessing group needs and ways of utilizing the resources of various groups to best meet those needs. Directed research into areas of individual specialty will also be shared for critique and refinement. Evaluation will be measured in terms of individual competency as reflected by self-criticism, peer-feedback, and instructor critique. Prerequisite: Psychology 218 or Sociology 218.

223. COMMUNITY RESOURCES (3)

Explores the framework from which the present day network of public and private agencies operate. Students become familiar with the relationship of forces within the community which lead to policy establishment and modification. Board, administrative, and staff interactions are explored and visits to community agencies are utilized to sharpen the student's critical abilities and knowledge through experiences with actual operation of services.

224. NATURE AND NEEDS OF THE MENTALLY RETARDED* (3)

Designed to give students a working knowledge of the diagnosis and etiology of mental retardation and of the rehabilitation and training of the mentally retarded. Attitudes of the family and community toward the mentally retarded are discussed. Pertinent reading and field visits help accomplish course objectives.

225. HUMAN SEXUALITY* (3)

The focus is the psycho-social aspects of human sexuality. To that end, the course integrates psychological, sociological, and medical dimensions. Specific content areas include: normal psychosexual development, variations and deviations, sexual dysfunction, fertility and its related problems, and sex role options.

227. PRINCIPLES AND APPLICATION OF BEHAVIOR MODIFICATION (3)

Reviews learning theory with special emphasis on operant and classical conditioning. Principles of behavior discussed including procedures for establishing, maintaining, and modifying behavior to assist human service workers in dealing with the mentally retarded, emotionally disturbed, and other handicapped populations. Current role of behavior modification in health, education, and social science is explored. Prerequisite: 201.
- 301-302. SEMINAR* (See page 19) (3; 3)
- SOCIOLOGY

111s. INTRODUCTORY SOCIOLOGY* (3)

A introduction to the study of sociology which focuses on the inter-relationships of groups, social institutions, and social organization. An analysis of contemporary American culture gives the student perspective on her own position and attitudes toward society.

112s. SOCIAL PROBLEMS* (3)

A study of those conditions and issues which result in tension and disorder, the punishment of individuals for deviation from societal norms, or deprivation of society's rewards from oppressed minority groups. Examples are usually drawn from American society. Areas studied may include the oppression of minority peoples, such as blacks, Indians and women, attitudes toward deviant behavior such as homosexuality, drug addiction, and alcoholism, and global problems, such as violence, crime, poverty, or war. Prerequisite: 111s.

214s. SOCIOLOGY OF THE FAMILY* (3)

A broad examination of the family as process and institution through the development of an analytic and critical perspective of the family in its changing environment. Areas of examination include the family in class and culture context, the family and the individual student, changing sex attitudes and behavior, the questions of female role and identity raised by the feminist movement, contemporary alternatives to conventional family structure as communal living and cohabitation, mate selecting, family planning, problems of overpopulation, divorce, and the aged. Prerequisite: 111s.

217. SOCIOLOGY OF WOMEN* (3)

An analysis of the position of women in the United States from historical, biological, psychological and sociological perspectives. Some areas of concentration are: the suffrage movement, socialization and education of women, working women, black women, portrayal of women in the media, marriage and motherhood, and the Women's Liberation Movement. Prerequisite: 111s.

220. SOCIOLOGY OF HEALTH CARE* (3)

A survey of various issues related to the delivery of medical care in the United States. The roles of physicians, nurses, allied health workers, medical schools, and hospitals discussed. Alternative ways of financing and providing health care. Emphasis on problems in health care delivery.

301-302. SEMINAR* (See page 19) (3; 3)

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Lasell, 1959- *Professor of Office Administration*
- SUMNER H. FREEDMAN, B.S., M.Ed.
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- YOLANDA GOLDMAN
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- MARY GOOD, B.S.
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- DAVID GRACE, B.A., M.A., A.L.S. *Associate Professor of English,
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- IRENE JACKMAUH, B.S., M.Ed. *Assistant Professor,
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- MARILYN A. KELLY, R.N., B.S.N. *Assistant Professor of Nursing*
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 Lasell, 1970-

- BARBARA M. LONG, B.S., M.Ed.
B.S., Boston University
M.Ed., Boston State College
Graduate Study, Boston University,
Columbia University
Lasell, 1955-60, 1969-
Associate Professor of Economics
- NORMA MacLEOD, R.N., B.S., M.Ed., C.A.G.S.
R.N., New England Baptist Hospital
School of Nursing
B.S., Eastern Nazarene College
M.Ed., Boston University
C.A.G.S., Boston University
Lasell, 1962-1981, 1982-
Professor of Nursing
- SYLVIA P. MacPHEE, B.A., M.A.
B.A., Regis College
M.A., Northeastern University
Ph.D. Candidate, Northeastern University
Lasell, 1979-
*Instructor in Sociology,
Chairman of Social Relations Department*
- KENNETH C. MATHESON, A.B., A.M.
A.B., Boston University
A.M., Boston University
Lasell, 1959-
Professor of English
- SEBASTIAN F. MIGNOSA, B.S. in Ed., M.Ed.
B.S. in Ed., Boston University
M.Ed., Boston University
Lasell, 1956-
Professor of Office Administration
- KATHLEEN M. MILLER, R.N., B.S.N.
B.S.N., Boston College
Lasell, 1979-
Lecturer in Nursing
- CONSTANCE W. MILNER, R.N., B.S.N., M.Ed.
Warren Academy School of Nursing
B.S. in Nursing, Boston University
M.Ed., Boston University
Lasell, 1956-
*Professor of Nursing,
Chairman of Nursing Department*
- NANCY MORELLO, B.A., M.A., Ph.D., S.M. (A.S.C.P.)
B.A., Emmanuel College
M.A., Wellesley College
Ph.D., Boston University
Lasell, 1969-
*Associate Professor of Science,
Chairman of Mathematics
and Science Department*
- RONALD F. MOYNAHAN, B.A., J.D.
B.A., St. Francis College
J.D., New England School of Law
Lasell, 1979-
Lecturer in Business Law
- MARY F. MURPHY, B.A., M.S.
B.A., Newton College of the Sacred Heart
M.B.A., Boston College
Lasell, 1982-
Lecturer in Business
- DEBORAH M. O'CONNOR, R.N., B.S.
B.S., Boston University
Lasell, 1978-
Lecturer in Nursing
- HELEN S. O'KEEFE, B.A., M.S.T.
B.A., Emmanuel College
M.S.T., Boston College
Lasell, 1979-
Lecturer in Chemistry

- SUSAN L. ORENT, B.S., M.Ed.
B.S., Bryant College
M.Ed., Boston State College
Lasell, 1982-
Lecturer in Office Administration
- PAUL PETRICONE
Lasell, 1973-
Lecturer in Photography
- ANNA M. POLLOCK, R.N., P.N.P., F.N.P.
St. Elizabeth's School of Nursing
B.S., Boston College
M.S., Boston College
P.N.P., Northeastern University
F.N.P., Worcester Hahnemann
Lasell, 1973-
Lecturer in Nursing
- ANNE SUTHERLAND ROLLINS, A.S.
A.S., Lasell Junior College
Lasell, 1974-
Teacher, Child Study Center
- CAROLYN ROSEN, R.N., B.S., M.S.
R.N., Bellevue Hospital School of Nursing
B.S., Boston University
M.S., Boston University
Lasell, 1977-
*Assistant Professor,
Program Coordinator,
Medical Assistant Program*
- PHILIP RUSSO, B.A.
B.A., Boston State College
Lasell, 1982-
Lecturer in French
- JACQUELIN SAUNDERS, B.S. in Ed., M.A.
B.S. in Ed., Massachusetts College of Art
M.A., Teachers College, Columbia University
Graduate Study, Cranbrook Academy of Art
Lasell, 1949-
Professor of Art
- MARGARET J. SOLOMON, A.A., B.S. in Ed., Ed.M.
A.A., Lasell Junior College
B.S. in Ed., Tufts University
Ed.M., Harvard University
Lasell, 1972-
Lecturer in Child Development
- NANCY RUTH STAREFOS, R.N., B.S., M.S.N.
New England Deaconess Hospital
B.S., Boston University
M.S.N., Boston University
Lasell, 1968-
Associate Professor of Nursing
- RICHARD H. STELLAR, B.A., Ed.M., Ed.D.
B.A., Boston University
Ed.M., Boston University
Ed.D., Boston University
Lasell, 1974-
Assistant Professor of Psychology
- DIANNE SULLIVAN, R.N., B.S.
B.S., Boston College
Lasell, 1976-
Instructor in Nursing
- ELEANOR J. SWARTZ, B.A. M.T. (A.S.C.P.)
B.A., Northeastern University
Lasell, 1980-
*Instructor, Program Director,
Medical Laboratory Technician Program*
- ANN W. TAGGE, B.A., M.A.
B.A., Wellesley College
M.A., Baylor University
International Summer School,
Trinity College, Dublin
Kings College, Cambridge University
Lasell, 1965-
Professor of English

- FRANK TAYLOR, B.A.
B.A., Yale College
Graduate Study, Oxford University,
Harvard University, Longy School of Music
Lasell, 1957-
- ELIZABETH S. WALDORF, B.A., M.A., Ph.D. *Instructor in Science*
B.A., University of Mississippi
M.A., Indiana University
Ph.D., Ohio State University
Lasell, 1980-
- JEAN WATT, B.S. *Associate Professor of Physical
Education, Chairman of Physical
Education Department*
B.S., Bowling Green State University
Lasell, 1946-
- SADIE C. WEBMAN, A.S., B.S. in B.A. *Associate Professor of
Office Administration
(Leave 1983-84)*
A.S., Bentley College of Accounting and Finance
B.S. in B.A., Suffolk University
Graduate Study, Boston University
Lasell, 1969-
- JANET WILSON, A.S. *Teacher, Child Study Center*
A.S., Lasell Junior College
Lasell, 1970-
- ELIZABETH WINTER, A.A., B.A., M.B.A. *Lecturer in Accounting*
A.A., Lasell Junior College
B.A., Newton College
M.B.A., Babson College
Lasell, 1977-
- LOUISE A. ZUBROD, B.S., M.Ed., Ed.D. *Assistant Professor of Psychology*
B.S., Boston College
M.Ed., Boston University
Ed.D., Boston University
Lasell, 1977-

CLINICAL AFFILIATES

Medical Laboratory Technician Program

JAMES DALY, M.D.

Waltham Hospital

Medical Director

Boston City Hospital

HUGH J. KELLEHER, M.T. (ASCP)

KAREN BURKE, M.T.

KATHLEEN CROWLEY, M.T.

PATRICIA DALY, C.L.T. (NCA)

MAUREEN DENNEHY, M.T.

EILEEN GROGAN, M.T.

Clinical Coordinator

Hematology Instructor

Hematology Instructor

Hematology Instructor

Blood Bank Instructor

Blood Bank Instructor

Brookline Hospital

EVELYN DESILETS, M.T. (ASCP), (NCA)

Clinical Coordinator &

Generalist Instructor

Hematology Instructor

Chemistry Instructor

Chemistry Instructor

Hematology Instructor

Microbiology Instructor

Blood Bank Instructor

Special Chemistry Instructor

Chemistry Instructor

New England Sinai Hospital

WILLIAM A. THOMPSON, B.S., R.M. (AAM)

Microbiology Instructor

Smith Kline Clinical Laboratories

JUDITH A. FRICOT, M.T. (ASCP)

Chemistry Instructor

Waltham Hospital

SUE PAQUETTE, M.T.

Clinical Coordinator

MARYELLEN BAKER, M.T. (ASCP)

Hematology Instructor

JAMES BISHANA, M.T. (AMT)

Hematology Instructor

CAROLYN BISHOP, M.L.T. (ASCP)

Chemistry Instructor

LAUREEN CAMPBELL, M.T. (ASCP)

Microbiology Instructor

NANCY D'AMICO, M.T. (ASCP)

Hematology Instructor

DONNA DEFINO, M.L.T. (ASCP)

Chemistry Instructor

LOIS HAMILTON, M.T. (ASCP)

Microbiology Instructor

JEANNE HUDSON, M.T. (ASCP)

Microbiology Instructor

EVA M. MAFERA, M.L.T. (ASCP)

Microbiology Instructor

PATRICIA McNAUGHTON, M.T. (ASCP)

Chemistry Instructor

MARGARET PAPALIA, M.T. (ASCP)

Blood Bank Instructor

MARGARET SANTANGELO, M.T. (ASCP)

Chemistry Instructor

MARIE RUSSO, M.T. (ASCP)

Microbiology Instructor

PAULA WALSH, C.L.A. (ASCP)

Blood Bank Instructor

PAMELA YEADON, M.T. (ASCP)

Chemistry Instructor

Physical Therapist Assistant Program

Children's Hospital Medical Center

CHRISTINE PLOSKI, R.P.T.

Clinical Coordinator

Cushing Hospital

JENNIFER BOTTOMLEY, R.P.T.

Clinical Coordinator

Framingham-Union Hospital

DONNA McCARTHY, R.P.T.

Clinical Coordinator

Greenery Nursing Home

LINDA WHELAN, R.P.T.

Clinical Coordinator

Hardy Physical Therapy Rehabilitation Services

JANET BAUER, R.P.T.

Clinical Coordinator

Hebrew Rehabilitation Center for Aged

ARLENE LEISMAN, R.P.T.

Clinical Coordinator

Huntington General Hospital

NICHOLAS LAMBERTI, R.P.T.

Director of Physical Therapy and
Clinical Coordinator

Jewish Memorial Hospital

RHONA SELKOWITZ, R.P.T.

Clinical Coordinator

Lahey Clinic Medical Center

DIANE FITZPATRICK, R.P.T.

Clinical Coordinator

Lakeville Rehabilitation Hospital

ELEANOR McQUEENY, R.P.T.

Director of Physical Therapy and
Clinical Coordinator

Lemuel Shattuck Hospital

MARY SULLIVAN, R.P.T.

Director of Physical Therapy and
Clinical Coordinator

Malden Hospital

ANDREA SWEED, R.P.T.

Clinical Coordinator

Massachusetts Rehabilitation Hospital

EILEEN KELLY, R.P.T.

Clinical Coordinator

Melrose-Wakefield Hospital

MARTHA GRASSI, R.P.T.

Clinical Coordinator

New England Deaconess Hospital

SALLY BOOTH, R.P.T.

Clinical Coordinator

Newton-Wellesley Hospital

JEAN OTERI, R.P.T.

Clinical Coordinator

Norwood Hospital

ANN TAUBMAN, R.P.T.

Clinical Coordinator

Regency Hall Convalescent and Retirement Center

JOAN COHEN, R.P.T.

Director of Physical Therapy and
Clinical Coordinator

St. John of God Hospital

JOANNE VASCONCELLOS, R.P.T.

Clinical Coordinator

St. Joseph's Hospital

DEBORAH STANISEWSKI, R.P.T.

Clinical Coordinator

University Hospital

PATRICIA MURPHY, R.P.T.

Clinical Coordinator

V.A. Medical Center, West Roxbury

MARILYN DONNELLY, R.P.T.

Clinical Coordinator

Wrentham State School

BABETTE DOUGLAS, R.P.T.

Clinical Coordinator

LASELL JUNIOR COLLEGE
NEWTON, MASSACHUSETTS 02166

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NEWTON, MASS.
PERMIT NO.1047

Lasell College

1983 - 1984



**Lasell
Educates Women
Today for Tomorrow**

**Accreditation:**

Lasell Junior College is accredited by the New England Association of Schools and Colleges, Inc.

Member of:

Association of Independent Colleges and Universities in Massachusetts

National Council of Independent Junior Colleges

The American Council on Education

The College Entrance Examination Board

National Commission on Accrediting

LASELL JUNIOR COLLEGE

Founded in 1851 as Auburndale Female Seminary



1984–1985

1844 COMMONWEALTH AVENUE
NEWTON • MASSACHUSETTS 02166
(617) 243-2000

ADMINISTRATIVE OFFICERS

President	Peter T. Mitchell
Dean of Academic Affairs	Carol A. Moore
Dean of Students	Mary H. Dunn
Dean of Admissions	Paul J. Lynskey
Dean of Administration/Finance	Elizabeth Winter
Dean of External Affairs	Bonnie Bortle
Dean of Continuing Education	Ruth Ann Brooks

Lasell Junior College admits students of any age, race, color, national and ethnic origin, and handicap to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, race, color, national or ethnic origin, or handicap in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.

Lasell Junior College does not discriminate on the basis of sex in the admission of individuals to its Nursing Program. All such individuals are due all rights and privileges under college rules and regulations.

Furthermore, the College subscribes fully to all federal and state legislation prohibiting discrimination against applicants, faculty and all other employees for reasons of age, race, color, national and ethnic origin, sex, or handicap.

Lasell Junior College reserves the right to change the contents of this catalog without prior notice.

Visitors to the College are always welcome. The administrative offices at 1844 Commonwealth Avenue, Newton, are open Monday through Friday from 9 a.m. to 4 p.m. all year (except holidays) and until 12 noon on Saturday during the college year. It is requested that personal interviews be arranged in advance by letter or telephoning: 617-243-2225.

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LASELL JUNIOR COLLEGE CALENDAR 1984-1985

FALL SEMESTER

1984

SEPTEMBER	8	Saturday	New Students Arrive
	11	Tuesday	Registration for All Students
	12	Wednesday	Classes Begin
OCTOBER	17	Monday	Continuing Education Classes Begin
	8	Monday	No Classes, Columbus Day
	20	Saturday	Saturday Workshop Series— Continuing Education
	26	Friday	First Quarter Ends
	27	Saturday	Saturday Workshop Series— Continuing Education
NOVEMBER	3	Saturday	Saturday Workshop Series— Continuing Education
	21-25		Thanksgiving Recess
	23	Friday	CED Fashion Merchandising Internship Begins
	26	Monday	Classes Resume; Retail Field Begins
	27	Tuesday	CED Classes Resume
DECEMBER	4	Tuesday	CED Open House
	10	Monday	CED Internship Begins: Electronic Office Management; Travel and Tourism
	14	Friday	Last Day of Classes
	15-18		Reading Days
	17	Monday	CED Internship Conferences
	18-21		Final Exams
	24	Monday	Retail Field Work Ends
			Fall Semester Ends

1985

JANUARY	4-10		CED Career Development Wrap-Up Sessions
	10	Thursday	CED Internship Ends
	18	Friday	CED Graduation

SPRING SEMESTER

1985

JANUARY	20	Sunday	Winter Recess Ends, Registration
	21	Monday	First Day of Classes
FEBRUARY	5	Tuesday	CED Classes Begin
	18	Monday	No Classes, Washington's Birthday CED Vacation Begins
MARCH	25	Monday	CED Classes Begin
	8	Friday	Spring Recess Begins, Quarter Ends
	18	Monday	Spring Recess Ends
APRIL	15	Monday	No Classes, Patriot's Day CED Vacation Begins
	22	Monday	CED Classes Begin
	29	Monday	CED Fashion Merchandising Internship Begins
	30	Tuesday	CED Computer Airline Reservations Training Begins
MAY	3	Friday	Last Day of Classes
	4-5		Reading Days
	6-8		Final Exams
	12	Sunday	Commencement
	13	Monday	CED Internship Begins:
			Electronic Office Management; Travel and Tourism

SUMMER PROGRAMS

MAY	20	Monday	Medical Laboratory Technician Program, Physical Therapist Assistant Program Begin
JUNE	3	Monday	Nursing Program Begins
	10	Monday	CED Career Development Wrap-Up Sessions Begin
	14	Friday	Physical Therapist Assistant Program Ends
			CED Career Development Wrap-Up Sessions End
	21	Friday	CED Graduation
JULY	12	Friday	Medical Laboratory Technician Program Ends
	29	Saturday	Nursing Program Ends

General Information

The College

Founded in 1851 in the Auburndale section of Newton, Lasell Junior College is the nation's oldest private two-year college for women. Originally known as the Auburndale Female Seminary, the School was founded by Edward Lasell, a young professor at Mount Holyoke Seminary and a graduate of Williams College. It was renamed Lasell Female Seminary in his honor and memory when, during the very first semester, Edward Lasell fell victim to typhoid fever.

At that time, the only other institution of higher learning in the Greater Boston area was Harvard University. Among women's colleges or seminaries, only Wheaton and Mount Holyoke preceded Lasell.

An early catalogue stated the intention of Edward Lasell and the purpose of the Institution: "It is not to make bookworms or blue-stockings... but to graduate first-rate, all-round women, full of practical knowledge for daily duties and versed in the classics, as well."

Indeed, this dual emphasis on both the practical and scholarly was a radical departure from the prevailing nineteenth century "finishing school" attitude toward women's education. And it set Lasell apart as an innovator, a position it has maintained for over 130 years. Lasell was, for instance, one of the first, if not THE first, women's college to build a gymnasium and indoor pool, and to establish a separate Physical Education Department. Lasell was the very first college to offer courses in Domestic Science, courses which developed into programs for nutritionists and dieticians. Lasell was the first junior college to add a Retailing Department for students interested in merchandising careers. And Lasell was the first college in New England to offer an associate's degree in Nursing.

In its very first years, Lasell patterned its curriculum after that of Harvard University, and tested its students with Harvard examinations. Although this is no longer the case, Lasell is still referred to as "the Harvard of Junior Colleges."

Lasell officially adopted the name Lasell Junior College in 1932.

The Campus

Location

The college is located in the village of Auburndale, a part of the suburban city of Newton. Trains, buses, rapid transit (M.B.T.A.) and local taxis afford convenient access to Boston. Trains for New York and the West stop at nearby Station #128. Boston's Logan International Airport is less than a half hour away from the College. The campus is located one and one-half miles from circumferential Route 128 (exit Route 30, east) at the junction of the Massachusetts Turnpike.

The grounds of the College encompass approximately sixty acres which, for the most part, lie along Woodland Road and adjoining streets. The spacious green lawns provide an attractive setting for the more than thirty buildings which comprise the College's physical plant. There are pleasant walks in the residential neighborhood; and the recreation field, the Charles River, Haskell Pond and five tennis courts afford abundant opportunity for healthful outdoor activity.

Buildings

The Administrative Offices are located in three buildings: Irwin Hall—Admissions, Financial Aid and Placement and Transfer; Potter Hall—Academic Affairs, Registrar and Student Services; Haskell House—President, Business Affairs and Alumnae Relations.

The six dormitories are homelike, well-arranged, and thoroughly comfortable. The dormitories are Carpenter, Gardner, Ordway, New Dorm, McClelland, and Woodland. Dining facilities are in Woodland Hall.

Winslow Hall, an auditorium-gymnasium, combines facilities for dramatics and college assemblies, receptions, dances, musical events and the physical education program.

Wass Science Building has been in use since 1955. This three-story structure houses general classrooms and well-equipped laboratories for anatomy, biology, chemistry and physical science. Rockwell Hall accommodates the Child Study Center. Priscilla Alden Wolfe Hall, completed in 1963, provides nine classrooms for the Secretarial Department, an audio-visual aids room, and five classrooms for general use.

Carter Hall, a charming Victorian building, has been completely renovated and equipped as a fine arts center. It includes modern studio facilities for painting, photography, jewelry and ceramics.

The Health and Counseling Center is equipped to serve the needs of students and is staffed by a physician, a medical assistant, counselor, and a receptionist.

Woodland Hall Annex houses our Student Center containing the snack bar, gameroom, lounges, bookstore, post office and student government offices.

The Library

The Jessie Shepherd Brennan Library was completed in 1968. It is a multimedia learning center containing about 50,000 volumes, periodicals, newspapers and an audio-visual department. To insure that every Lasell student effectively uses the library, a strong program in bibliographic instruction developed by the reference librarian in conjunction with the English Department instructs all students in fundamental library skills.

Although the emphasis is, of necessity, on material which will supplement the courses offered at Lasell and provide for additional study in those fields, the value of a balanced enrichment program for students is not overlooked. They are encouraged to use the Brennan Library and its resources for pleasure as well as for study and research.

Academic Information

Requirements for Admission

Admissions Policy

Each year the Lasell Admissions Office selects from its applicants those students who seem best qualified to profit from a course of study at Lasell. Consideration is given to the applicant's scholastic record, to a personal evaluation from the secondary school's guidance office, to test scores and to the applicant's choice of program. **An interview is strongly suggested and parents are urged to accompany the applicant.** Personal interviews may be arranged by writing, or telephoning the Admissions Office at (617) 243-2225. If the candidate wishes to remain on campus overnight, arrangements must be made one week in advance.

Lasell utilizes a rolling admissions system. This means that a candidate for admission need not wait until a specific date for the College's decision, but rather can expect to be notified shortly after her application has been completed.

Requirements

Candidates for admission to the freshmen class are normally expected to complete the college preparation program of an approved secondary school. The Lasell Admissions Officers will also consider applicants who show ability to do college work and who may not have taken the usual college preparatory courses in secondary school. Consideration will also be given to candidates who complete high school in less than four years.

Admission to the Lasell Nursing Program involves the fulfillment of specific course requirements. (See section on nursing program.)

Entrance Examinations

All candidates for admission are urged to take the Scholastic Aptitude Test of the College Entrance Examination Board, or its equivalent, preferably before January of the senior year. Information concerning the tests may be obtained from the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540, or the College Entrance Examination Board, Box 1025, Berkeley, California 94701. Applications should reach the office of the College Board at least one month before the date the tests are to be taken.

Procedure

The completed application, together with a non-refundable fee of \$20, should be returned to the Dean of Admissions. The high school guidance counselor should be asked to send the completed secondary school transcript form to the Dean of Admissions.

It is the responsibility of the applicant to make sure that all required information is sent to the Admissions Office. Applications are considered when all credentials have been received.

Upon acceptance the candidate is given a period of 30 days to accept the offer of admission. A \$200 commitment deposit is required and is not refundable but is applied toward tuition. Commuting students are required to submit a deposit of \$100, applicable toward tuition, but not refundable. If an extension is requested, that request should be made, by letter, to the Dean of Admissions.

Assignment to particular dormitories will be made depending upon availability and based on the receipt of the commitment deposit.

Transfers

A limited number of students are admitted each year with transfer credit from other colleges. These students must fulfill the course requirements for graduation and meet the specific demands of their respective programs. A maximum of 30 credits can be accepted in transfer. All nursing students are expected to carry a minimum of 12 credit hours per semester.

Requirements for Graduation

A graduate of Lasell receives the degree of Associate in Arts or Associate in Science according to her curriculum. The specific requirements of the different curricula will be found on the following pages. In addition to the requirements for admission to full freshman standing already outlined, a student must complete at least sixty semester hours of academic and technical work, including English 101-102 and a minimum of twelve hours in Liberal Arts subjects or as prescribed by individual programs. In addition, students must earn two credits through the "Lasell Lifestyle" program and two credits in the "Practical Computer Applications" program. Candidates for either of Lasell's degrees must complete a minimum of 50% of their course work at Lasell and fulfill the specific requirements of the programs in which they are enrolled.

Although the passing course grade is D, a C minus average is required for graduation or as specified by specific programs. The passing grade in Nursing subjects is C in addition to a satisfactory rating in the clinical area and a C minus in Biology 105 and a C in Biology 106. Medical Laboratory Technician students must maintain at least a C minus average in each of their science courses. Medical Assistant students and Physical Therapist Assistant students must maintain at least a C minus average in each of their science courses. Medical Assistant students must also maintain a C minus average in each of their secretarial courses.

Before a student will be admitted to classes, her program must receive the approval of her faculty Adviser and the Registrar. Grades are issued at the end of each semester and determine the student's academic standing.

Grading

A permanent record of scholarship is kept for reference, and semester reports are sent to students and their parents. The grading system employed is as follows: A, superior; B, good; C, average; D, passing; F, failure; INC., incomplete; S, satisfactory; and U, unsatisfactory, are used for Physical Education grades only. Rank in class, class promotion, graduation, and honors are all calculated on the basis of "grade quotients" earned at Lasell. The grade of A is assigned a value of 4; B, 3; C, 2; D, 1; and F, 0. A student's average is computed by multiplying the number of semester hours of credit by the appropriate numerical grade value and then dividing the sum of these products by the total number of semester hours of credit carried.

Students may elect a Pass or Fail option in those courses designated by individual departments at registration. Courses taken on a Pass and Fail basis are not computed in the student's grade point average.

Academic Advising

Upon arrival each freshman is assigned to a faculty Adviser. In addition, the student is encouraged to consult her individual instructors, the Registrar, the resident head in charge of her dormitory, the Director of Placement and Transfer, or the Deans concerning any problems which may arise, either academic or personal. Parents are invited to give to any of these counselors such confidential information as may aid in understanding and promoting the welfare of their daughters.

Transfer to Senior Colleges

Lasell is fully accredited allowing students to transfer Lasell credits to other institutions. To obtain recommendation for advanced standing on transfer, a student must obtain a 2.0 average or higher. She may have to take certain College Entrance Examination Board Achievement Tests or other tests as requested by the senior college.

It should be noted that the content as well as the quality of both the preparatory school and the junior college programs must be satisfactory to the college which the student desires to enter, whether her purpose is to pursue a liberal arts or a vocational course. Requirements vary and results will generally be more satisfactory to Lasell and to the student when her wishes are stated and discussed at the outset.

It is strongly recommended that students contemplating transfer work very closely with their faculty Adviser and the Transfer Office on appropriate course selections while at Lasell. Wherever possible students should attempt to tailor their Lasell course selections to courses acceptable by the senior college(s) to which application is planned. Lasell course choices should be made after a study of the catalogues of the chosen senior colleges.

The transfer office is designed to assist students with their transfer issues. The office houses a transfer guide available to Lasell students. The office hosts meetings of various colleges where Lasell students have expressed interest in transferring. All faculty and students are notified of these meetings and all are invited to attend.

Placement Office

The Placement Office is conveniently located on campus and is designed to assist students to prepare for entry into the workforce. The Placement Office coordinates workshops on resume preparation, dressing for success and job hunting techniques. It will host our annual Career Expo, where companies, organizations, hospitals and agencies come together with Lasell students. The Placement Office houses current listings of various positions available. Opportunities come in daily through many different sources including our alumnae and current internship placements. Although career decisions do depend a great deal on individual thought and planning, the Placement Office is available to counsel interested students.

Transfer Opportunities to Other Colleges

During the past years, Lasell graduates have been accepted for further study at many different institutions. Some of these are listed below.

Admissions representatives from a variety of senior colleges visit Lasell on a regular basis to meet with interested students.

American University
Bentley College
Boston College
Boston University
Brandeis University
Bridgewater State College
Bryant College
Connecticut, University of
Drexel University
Eastern Connecticut State University
Emerson College
Fashion Institute of Technology
Fitchburg State College
Framingham State College
Hartford, University of
Keene State College
Lesley College
Lyndon State College
Maine, University of
Maryland, University of
Massachusetts College of Art
Massachusetts, University of
Miami, University of
Middlebury College
New England, University of
New Hampshire College

New Hampshire, University of
New York, State University of
Nichols College
North Adams State College
Northeastern University
Northwestern University
Providence College
Quinnipiac College
Regis College
Rhode Island College
Rhode Island, University of
Russell Sage College
Salem State College
Simmons College
Southeastern Massachusetts University
Southern California, University of
Suffolk University
Syracuse University
Thomas College
Tufts University
Vermont, University of
Western Connecticut State University
Wellesley College
Wheaton College
Wheelock College

College Life

The role of co-curricular activities at Lasell has great potential for each student's personal development. The discovery of and participation in out-of-class activities can result in the development of inter-personal skills and leadership potential, of a sense of one's own values and career-related options. This involvement can take many shapes, ranging from being an interested member of an audience to being the organizer of a special event. It is through such involvements that students can learn, grow and create an exciting experience for themselves as young women of tomorrow.

Student Activities and Organizations

Lasell students share a major responsibility for their own self government and social activities. The following student organizations have the greatest impact on campus, and offer the opportunity for involvement to all students.

Student Government

Student Government officers are elected each spring; Government representatives are elected in the fall. They meet weekly to plan and implement programs for the benefit of all students. Their objective is to represent and promote the interests of the student body.

Student Judicial Court

The Student Judicial Court has jurisdiction over many undergraduate disciplinary matters. It is composed of the chairwoman, who is a non-voting member, and four student members.

Student Organizations

The following student organizations are responsible for planning films, lectures, programs and workshops focusing on various areas of student interest: Art Club; Athletic/Outing Club; International Club; Medical Assistants, Medical Lab Technicians and Physical Therapist Assistants' Club; Nurses Association; and the Retailing Club.

The Lamp

The Lamp is the college yearbook, published by the senior class. The emphasis of the Lamp is on recording the history of a year at Lasell, as well as providing information and photographs of the graduating class.

The Lasell Leaf

The Leaf is the college newspaper, written and edited by students. The paper encourages contributions from the entire student body, and provides opportunities to expand writing and photographic skills.

The Lasell Bulletin

This publication is produced twice each year by the Office of External Affairs, and is sent to all alumnae, students, and parents.

The Student Handbook

The Handbook is published annually and provides information on services, organizations, policies and regulations affecting student life.

Automobiles

All students may operate a car while they are at Lasell. However, it must be registered at the Business Office. Students operating a car at Lasell are expected to abide by the "Rules Governing Student and Guest Vehicles on Campus."

Residence Requirements

All full time students are required to live in college housing. You may request a waiver of this requirement if you are married, live with your parents or a legal guardian, or have lived on your own for at least one full year prior to your expected date of enrollment.

Health and Counseling Services

The Health and Counseling Center is available for use by both resident and day students. A nurse is on duty forty hours/week; a doctor and psychologist are available at designated hours each week. Emergency services are available through the Newton-Wellesley Hospital.

The health fee covers the following services: consultation by the professional medical staff during their regular hours on campus, use of the first aid rooms, the opportunity to obtain ordinary medications in the Health Center, and consultation, diagnosis and short-term treatment with the psychologist. The health fee does not cover lab fees, special prescriptions for medication, or costs of visits to other specialists.

A complete medical history and physical examination report is required by the time of Registration. A physician should be consulted to verify the individual immunization needs. Students entering the Nursing or Medical Assistant Programs have additional health requirements which are indicated on the Health Form.

The Counseling Service is available for help in special times of need, and for various workshops. Students are encouraged to seek individual counseling when needed, and to participate in group sessions dealing with areas of social development.

Fees and Financial Aid

General Policy

Lasell Junior College, like other educational institutions, has been subject to significant inflationary pressures for almost a decade. The College has made every effort to meet this difficult situation through increased efficiency in operations, but regretfully, from time to time, it has been obligated to increase tuition and fees. Any such increases are being limited to minimal, essential amounts. The College reserves the right to make changes in fees as circumstances warrant.

The parent or guardian agrees that in the event of suspension, dismissal, absence, illness, or withdrawal for any reason whatsoever, no part of the tuition, room and board, or other fees will be refunded except as noted below under the paragraph entitled REFUND POLICY. This includes withdrawal because of interruption of classes due to strikes or civil disorders beyond the control of the College. Any unpaid balance of all such charges shall become immediately due and payable.

College transfer information (transcripts) will not be processed for delinquent accounts. The College also reserves the right to withhold diplomas of students who have outstanding obligations at the time of graduation.

Fees for Academic Year September 1984 to May 1985

BASIC FEES	Resident	Day
Tuition	\$5480	\$5480
Room & Board	3416	—
General Fee	85	85
Health Center Fee	120	80
Student Activities Fee	55	55
	<u>\$9156</u>	<u>\$5700</u>
.....		
ADDITIONAL FEES		
Nursing Major Fee	\$ 85	\$ 85
Health Major Fee	30	30
(Physical Therapist Assistant, Medical Lab Technician, Medical Assistant)		
Extra Credits (over program requirement)	120/CrHr	120/CrHr
Ceramics Lab	45/Sem	45/Sem
Jewelry Lab	55/Sem	55/Sem
Photography Lab	60/Sem	60/Sem
Art for Childhood Education	30/Sem	30/Sem
Art for Recreation	30/Sem	30/Sem
Printmaking I & II	50/Sem	50/Sem
Weaving Off The Loom	50/Sem	50/Sem
Computer Lab Fee	25	25
Auto Parking Fee	65/Yr	25/Yr
Non-Resident Room & Board	—	105/Wk
10-Payment Plan	40/Yr	40/Yr
Late Registration Fee	10	10

SUMMER HEALTH MAJOR PROGRAMS, 1985 (Payments Due Before June 1)**Nursing**

Tuition	\$858.00
Room	347.00
Total	\$1205.00

Medical Laboratory Technician

Tuition	\$578.00
Room	347.00
Total	\$925.00

Physical Therapist Assistant

Tuition	\$385.00
Room	182.00
Total	\$567.00

Special Fees

Part-Time Student Tuition \$135/CrHr

Uniforms for nurses (approximate cost for two years) \$95

If two sisters attend Lasell concurrently, Tuition, Room and Board costs will be reduced by ten percent for one sister.

Non-resident students desiring to become resident students for less than an entire semester (depending upon available space) will be charged for room and board on a per diem basis: \$15/day, \$105/week. (This does not apply to Retailing students during field work periods. No deduction is made for absence from meals while a student is in residence, or for Retailing students during their field work period.)

Non-resident Luncheon Program—Details may be obtained at the time of registration.

Textbooks, stationery, and other supplies, including drawing papers, paint and other art requirements, may be purchased at the College Bookstore.

Details regarding automobile fees may be obtained from the STUDENT HANDBOOK and "Rules Governing Student and Guest Vehicles on Campus."

Explanation of Fees

- The General fee concentrates in one fee a number of minor cost items—for example, identification cards, field trip transportation, graduation, etc. For students in the Nursing Program there is an additional Nursing Major Fee of \$85 which covers transportation to and from hospital assignments, extra science laboratory usage, and liability insurance.
- The Health Center Fee entitles the student to the use of the College dispensary and consultation with the professional medical personnel who staff the Center. The Health Fee does not cover the costs of prescriptions, laboratory tests, etc., that may be specified by the college physician.
- For students in the Physical Therapist Assistant, Medical Laboratory Technician and Medical Assistant Programs, there is an additional health major fee of \$30 which covers liability insurance and extra science laboratory usage.
- The Student Activities Fee covers class dues, concerts, special student social functions, lectures, and student publications.

Refund Policy

If written notification that a student has withdrawn is received by the Academic Dean prior to the first day of classes, the amount paid for tuition (less the tuition deposit required) will be refunded. Tuition, room and board charges are payable by semester.

Refunds are made for:

1. Involuntary Withdrawal:

After first day of classes, 100% of the tuition, room and board for the semester (prorated) when withdrawal is at written direction of the College Medical Director.

2. Voluntary Withdrawal or Dismissal:

A. Room and Board is charged IN FULL for any semester in which a student has participated.

B. A student who withdraws after the first day of classes in a semester will be charged TUITION AND FEES for that period as follows:

Prior to the second week of classes: 25%

Prior to the third week of classes: 50%

Prior to the fourth week of classes: 45%

Thereafter: 100%

Schedule of Payments

The schedule of payments is included in the enrollment contract each year. For those who prefer to pay in monthly installments, a 10-payment plan is available. A plan by which individuals may extend payments for even longer periods of time is available through Tuition Plan, Inc. For details, contact the Business Office.

Financial Aid

Policy

Lasell's policy regarding financial assistance is to aid as many as possible of those in need. Financial Aid awards are based on need, and are determined by the Financial Aid Director. Decisions are arrived at through information received from the College Scholarship Service's Financial Aid Form (FAF), Lasell's Financial Aid Application and any other pertinent information available including a copy of the 1040.

Renewal awards are not made automatically. Each student must file a new Lasell application and a new FAF as soon after January 1, 1985 as possible. Both of these forms may be obtained in Lasell's Financial Aid Office, Irwin Hall.

Procedures for Making Application for Financial Aid

1. Request a Lasell Financial Aid Application from the Financial Aid Office.
2. Obtain a Financial Aid Form (FAF) from your own school (if an entering student) or from the Financial Aid Office at Lasell (if enrolled student). Complete and mail the statement to the College Scholarship Service. To be eligible for the Mass. State Scholarship, the FAF should be mailed by February 15, 1985. A new application must be filed each year.
3. Have a copy of your family's most recent income tax statement (IRS-1040) sent to Lasell's Financial Aid Office to complete your file.
4. Independent, self-supporting students must submit their own IRS-1040 form, and they should be prepared to submit their parents' form, if requested.

Any financial changes arising throughout the year should be reported to and discussed with the Director of Financial Aid.

Sources of Financial Aid

Lasell Scholarships—The income derived from funds donated by friends of Lasell is the basis of these awards. A list follows at the end of this section. These are awarded to financial aid applicants based on need.

Lasell Alumnae Scholarships

Financial assistance offered by Lasell Alumnae, Inc. is reserved largely for students who have completed one year of work at Lasell.

Supplemental Educational Opportunity Grants (SEOG)

These grants from the Federal Government are available to students who demonstrate need. The awards are administered by Lasell's Financial Aid Office.

National Direct Student Loan Program (NDSL)

These Federal Government loans are available to students on the basis of need, and are administered by the Financial Aid Office.

Campus Work Study

Students who receive work study are assured a part-time job on campus for the academic year. The placements are made by the Financial Aid Office.

Nursing Scholarship Program

These scholarships are Federal funds available to nursing students who demonstrate financial need.

Nursing Loan Program

Federal loan funds are available to nursing students in need of assistance, and are administered by the Financial Aid Office.

PELL Grant Program (formerly called BEOG)

The Federal Government administers these grants directly to students on the basis of need. Applications may be obtained in high school guidance offices, public libraries and Lasell's Financial Aid Office. The Financial Aid Form (FAF) may be used as the PELL Grant Application. All financial aid recipients must apply for the PELL Grant.

State Scholarships

These scholarships are given out by a state to students in need of funds. The type and amount of these scholarships vary from state to state. Contact your local (home) State Higher Education Office for information.

Guaranteed Student Loan Program

These loans are available to most students directly through local banks and lending institutions at prime interest rates. Interested students should contact the Student Loan Officer at their local banks for information regarding application procedures.

Any student applying for financial aid at Lasell is considered for any of these programs, and is usually awarded an aid package consisting of two or more of them. It is the responsibility of the student herself to apply to the three programs which are administered outside of Lasell (i.e. PELL, State Scholarship, Guaranteed Student Loan Program). The Financial Aid Office stands ready to help any student obtain and submit these applications properly.

Lasell Scholarships

HENRY MORTON DUNHAM

Given by the will of Mr. Henry M. Dunham, organist, conductor, and composer, who, as instructor and later chairman, was associated with the Department of Music from 1897 to 1928. Income to be used for a student in organ.

RUSSELL B. STEARNS SCHOLARSHIP

JEREMIAH CLARK SCHOLARSHIP

BIRD SCHOLARSHIP

Given by the will of Miss Charlotte A. K. Bancroft of the Class of 1857.

ANGELINE C. BLAISDELL SCHOLARSHIP

Given in memory of their daughter, Hannah Proctor Bonner of the Class of 1910, by Mr. and Mrs. William L. Proctor of Millbury, Massachusetts.

PATRICIA COLE SCHOLARSHIP

Given in memory of Patricia Cole, Lasell Junior College Faculty Member.

GRACE VICARY POTTORF SCHOLARSHIP

Given in memory of her daughter, Grace Vicary Pottorf of the Class of 1907, by Mrs. Charles N. Vicary of Canton, Ohio.

LILLIE ROSE POTTER MEMORIAL

Given in memory of Lillie Rose Potter, Class of 1880, by alumnae and friends. Miss Potter served as Preceptress and Dean at Lasell from 1902 to 1935 and was Dean Emeritus from 1935 to 1952.

PRISCILLA ALDEN WOLFE SCHOLARSHIP

Given by alumnae and friends in memory of Priscilla Alden Wolfe, '19. Mrs. Wolfe, elected to the Board of Trustees in 1948, was Chairman at the time of her death in 1961.

MARGARET STEVENSON MCCREERY SCHOLARSHIP

Given by her classmates in memory of Margaret Stevenson McCreery, '60.

FLORENCE ADAMS SCHOLARSHIP

Established in 1967 as the gift of Mrs. Walter H. Godsoe (Lydia A. Adams, '18) in memory of her mother. Preference is to be given to students from the State of Maine.

MABEL TOWER EAGER MEMORIAL SCHOLARSHIP

Given by the family of Miss Mabel Tower Eager, Class of 1888. Miss Eager was a trustee of the College in the period 1933-1958. Nine acres of the present Lasell campus was her gift by bequest.

CHARLES E. BARRY SCHOLARSHIP

An annual scholarship in the amount of \$500 in memory of Dr. Barry, a former Chairman of the Retailing Department.

HELEN CARTER JOHNSON SCHOLARSHIP

Initiated in 1967 by Mrs. Ralph G. Johnson (Helen Carter, '07).

HELANE JONES PRESSEL SCHOLARSHIP

Established in 1968 by the bequest of Mrs. Kenneth L. Pressel (Helane Jones, '32).

WILLIAM E. SCHRAFFT AND BERTHA E. SCHRAFFT MEMORIAL SCHOLARSHIP

Established by grants of \$5000 in 1968 and again in 1969, from the philanthropic trust bearing the name of Mr. and Mrs. Schrafft. Preference is to be given to students in nursing or in training for one of the health professions.

MARY GOODWIN OLMSTEAD SCHOLARSHIP

Established in 1968 by Mrs. Henry C. Olmsted (Mary E. Goodwin, '03).

HANNAH PROCTOR BONNER SCHOLARSHIP

Given in memory of their daughter, Hannah Proctor of the Class of 1910, by Mr. and Mrs. William L. Proctor of Millbury, Massachusetts.

EVA ROBERTSON SCHOLARSHIP

MAX M. AND MARIAN M. FARASH SCHOLARSHIP

Established in 1973 by Mr. and Mrs. Farash of Rochester, New York.

NELLIE J. FEAGLES SCHOLARSHIP

Established in 1970 by Walter R. Kattelle in memory of his wife Nellie J. Kattelle (Nellie J. Feagles '97). Preference is to be given to students in Home Economics or language study.

MORGAN WILLIAMS SCHOLARSHIP

Established in 1973 by Mr. and Mrs. Douglas R. G. Williams (Sylvia T. Morgan '30). Given annually on the basis of character and citizenship.

EVELYN LADD RUBLEE SCHOLARSHIP

Given by her family in memory of Evelyn Ladd Rublee '28.

GREATER BOSTON LASELL CLUB SCHOLARSHIP

Given by the Club to an outstanding student who has completed one year of work at Lasell.

ELEANOR T. EDWARDS SCHOLARSHIP

An annual scholarship in the amount of \$500 in memory of Eleanor T. Edwards. Mrs. Edwards, the mother of an alumna (Gail Edwards Pocock, '67) and wife of Alfred C. Edwards, Vice President of the Board of Trustees, provided unusual understanding and support to Lasell that resulted in significantly positive and forward strides for the College. The recipient should demonstrate qualities of love, loyalty and understanding to reflect her outstanding human qualities.

EILEEN RUTH MOSES SCHOLARSHIP

An annual scholarship established by the Student Nurses Association with the intent that the income of the monies should provide a scholarship for a deserving nursing student. Eileen R. Moses was a member of the Class of 1978.

RICHARD A. WINSLOW SCHOLARSHIP

An annual scholarship in the amount of \$500 in memory of Richard A. Winslow, a devoted and long-time Trustee of Lasell Junior College (1948-1978). The recipient should demonstrate the qualities of love of learning, great personal strength of character, and devotion to duty as exemplified by Richard A. Winslow.

EMMA GILBERT CARVER SCHOLARSHIP

Given by the family of Emma Gilbert Carver, Class of '45.

ALICE MAY MEMORIAL SCHOLARSHIP

Given in memory of the late Alice May who served as Bursar of the College for fourteen years.

MARJORIE MacCLYMON SCHOLARSHIP

An annual scholarship of \$500 to a student majoring in secretarial studies.

HEEB SCHOLARSHIP

An annual scholarship established in 1980 by the bequest of Lillian Douglass Heeb.

RUTH ADT STEPHENSON SCHOLARSHIP

Established in 1983 by Mrs. Charles I. Stephenson (Ruth Adt Stephenson '14) for students of Art.

CELIA FOSS SCHOLARSHIP

Established in 1984 by Celia Foss in honor of her classmates in the Class of 1934.

ALUMNAE ASSOCIATION SCHOLARSHIPS

Awarded yearly to seniors who have financial need and who, as freshmen, have demonstrated their ability as scholars.

Programs of Study

General Information

Course Numbers

The numbering system used to identify the course offerings described hereafter is based on a division of all courses into "100 level" or primarily freshman courses, and "200 level" or senior courses. This division is intended to serve as a general guide only, and in making up her program the student should be aware that there are a number of courses in which the enrollment is almost equally divided between freshmen and seniors, and that in cases of special interest, special aptitude, or even of mere conflict in scheduled hours, exceptions can frequently be arranged after consultation with the student's academic adviser and the instructor of the course in question.

In general, odd-numbered courses are offered in the first semester only; even-numbered courses, the second semester. An odd number followed by the letter s indicates a one-semester course offered both semesters. Courses identified by two numbers separated by a hyphen are year courses. Students may select the first semester only of such courses unless a program requires a full year. Normally, students must take the first semester of such courses before taking the second. Exceptions to this can be made with the consent of the instructor based on individual student backgrounds.

Those courses marked with an asterisk(*) are considered Liberal Arts courses.

Seminars

A "300" course is designed to satisfy the needs of qualified students prepared to work on a specialized subject in a seminar encouraging independent academic effort. Each year, different one-semester courses that match faculty ability to student interest may be offered. Enrollment is limited and requires the consent of the instructor. Priority will be given to qualified students.

Independent Study

Students who wish to apply for Directed or Independent Study ("400" courses) should consult with the appropriate department chairmen before April 1 and December 1 of each academic year.

College Policy

The College reserves the right not to offer a course for which fewer than eight students enroll.

Numerals in parentheses to the right of the course title in the Course Descriptions Section give the total credit in semester hours carried by the course. In general, a semester hour of credit represents one hour a week of lecture or two hours of laboratory or studio work. All courses may not be offered any one semester or even in any one year.

Division of Nursing and Allied Health

Nursing

The Lasell **Nursing Program**, started in 1954, is the oldest Associate Degree Program in New England, and has produced graduates who work in major medical centers and community hospitals throughout the New England area and the country. It provides two academic years and one summer of carefully integrated academic education and clinical experience leading to an Associate in Science Degree. The Program is fully approved by the Massachusetts Board of Registration in Nursing, and graduates are eligible to take the Registered Nurse State Board licensure examination in Massachusetts.

Laboratory sciences, Liberal Arts courses and Nursing subjects are combined with clinical experience at the Newton-Wellesley Hospital, Brigham and Women's Hospital, Faulkner Hospital, Glover Memorial Hospital, Westwood Lodge, Lahey Clinic Medical Center and the Weston Manor. Patient care is closely correlated with the classroom instruction and supplemented by ward conferences to make the learning process effective and meaningful in major areas of nursing.

In accordance with the philosophy of the College, we believe that the Program in Nursing will assist the students to develop their potentials and interests so that they may be better prepared for successful, responsible and useful living. This Program emphasizes small group conferences and individual attention to assist the students to meet their learning needs. In this way, the students can best adapt and grow to realize their fullest potential.

We believe that the Lasell **Nursing Program** will provide the student with the advantages of a general education and enable her to acquire the knowledge, skills and attitudes which will assure competency for employment in a first-level nursing position.

We believe that the **Nursing Program**, centered in a collegiate environment, will prepare graduate nurses of sound quality and judgment, who will be competent in giving direct nursing care.

We believe that an associate degree **Nursing Program** should emphasize theoretical knowledge and basic nursing skills which will provide a foundation for further professional growth and continuing education, both formal and informal.

ENTRANCE REQUIREMENTS

A student applying for the Lasell **Nursing Program** should be able to submit an above-average college preparatory record of sixteen units, including four units of English, two units in mathematics, two units in science (one of which should be chemistry), and two units in social studies. Two years or more of a foreign language are strongly advised. A Nursing candidate must have ability and character ratings that indicate success in the nursing profession. The student must be in good health and have a sincere desire to dedicate his/her interests and energies to the finest traditions of the nursing profession.

All Nursing students are required to carry a minimum of 12 semester hours with the exception of the summer session.

Lasell Junior College does not discriminate on the basis of sex in the admission of individuals to its **Nursing Program**. All such individuals are due all rights and privileges under college rules and regulations.

Nursing

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Biology 105-106	Anatomy and Physiology I & II	4	4
Nursing 101*-102*	Nursing I & II	6½	6½
Psychology 201s	Introductory Psychology	3	
Psychology 212	Psychology of Life Span		4
	Lasell Lifestyles	1	1
PC 101-102	Practical Computer Applications	1	1
		18½	19½
SUMMER SESSION (8 weeks)			
Nursing 103*	Nursing III	9	
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Nursing 201*	Nursing IV	7	
Nursing 203s*	Nursing V	3	
Biology 107s	Microbiology	4	
Sociology 111s	Introductory Sociology	3	
Nursing 202*	Nursing VI		7
Nursing 204	Nursing VII		2
Elective	Social Relations Course (Required)		3
	Electives		6
		17	18

Students must complete two units of First Aid.

*Clinical experience at affiliated hospitals. 4 clinical hours carry 1 semester hour of credit.

Medical Assistant

The **Medical Assistant Program** prepares students for future employment in a doctor's office, clinic or health maintenance organization (H.M.O.). Skills learned include medical skills in hematology and urinalysis, performing EKG's, taking vital signs and patient preparation for examination. Secretarial skills include typing, bookkeeping and transcription. The training includes six weeks in a medical office or clinic during the senior year. Students must provide their own transportation to their externship.

Students are expected to receive grades of C minus or better in each of their science and secretarial courses. Students' records are reviewed at the end of each semester to see which students may continue with the Program.

Upon completion of this Program the student will receive an Associate in Science Degree and will be eligible to take a Medical Assistant certifying examination.

The Medical Assistant Program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association.

Medical Assistant

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Biology 105-106	Anatomy and Physiology I & II	4	4
Office Administration 111-112	Elementary Typewriting I & II	2-3	2-3
(or)	(or)		
Office Administration 113-114	Intermediate Typewriting I & II		
Biology 109	Introduction to Health Sciences	2	
Psychology 201s	Introductory Psychology	3	
Office Administration 134	Medical Terminology	1	
Biology 110	Principles of Nutrition		1
Biology 104	Human Reproduction		3
	Elective		3
	Lasell Lifestyles	1	1
PC 101-102	Practical Computer Applications	1	1
		17-18	18-19

SECOND YEAR

CREDIT HOURS

		1st sem.	2nd sem.
Office Administration 233	Medical Secretarial Practice	3	
Office Administration 226	Professional Bookkeeping		3
Biology 209	Clinical Laboratory Techniques	3	
Med. Ass't. 209	Medical Assistant Techniques	3	
Office Administration 241	Medical Transcription I		1
Med. Ass't. 214	Medical Assistant Externship		5
Med. Ass't. 202	Biological Basis of Disease		3
Biology 201	Pharmacology	2	
Office Administration 213	Medical Typewriting I	2	
	Electives	3	3
		17	15

Medical Assistants must take First Aid and CPR. Students must carry malpractice insurance.

Medical Laboratory Technician

The medical laboratory offers limitless career opportunities. Here, pathologists, medical technologists, cytotechnologists, technicians and laboratory assistants work together to track down causes of diseases and to determine the presence, extent or absence of diseases. This work requires the operation of an array of precision scientific instruments and the performance of a number of laboratory tests.

The demands for laboratory service have increased tremendously. Positions are available in all parts of the country, in hospitals, clinics, physicians' offices, public health agencies, industrial, pharmaceutical and medical laboratories.

The **Medical Laboratory Technician Program** at Lasell includes laboratory work in clinical laboratories associated with Lasell. Here the student performs a variety of procedures, ranging from collecting blood specimens and staining slides for microorganisms to analyzing the chemical components of body fluids. It is necessary for one clinical laboratory experience to be completed during the first half of the summer after the first year at a facility close by to Lasell and arranged by Lasell. All students enrolled in the Program are expected to receive a C grade or better in each science course. All students are reviewed at the end of each semester to see who will be allowed to continue in the Program.

For the clinical rotations students are required to have either a uniform or a lab coat. Transportation to and from clinical affiliations is the student's responsibility.

Upon completion of this Program the student will receive an Associate in Science Degree and will be eligible to take a Medical Laboratory Technician certifying examination.

The Medical Laboratory Technician Program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association.

Medical Laboratory Technician

FIRST YEAR

CREDIT HOURS

		1st sem.	2nd sem.
English 101-102	Writing	3	3
Biology 105-106	Anatomy and Physiology I & II	4	4
Biology 107	Microbiology	4	
Biology 209	Clinical Laboratory Techniques	3	
MLT 108	Clinical Microbiology		2
MLT 110	Medical Laboratory Techniques I		3
MLT 112	Medical Laboratory Techniques II		3
PC 101-102	Practical Computer Applications I & II	1	1
OA 134	Medical Terminology	1	
	Lasell Lifestyles	1	1
		17	17

SUMMER SESSION (8 weeks)

MLT 206 A, B or C	Clinical Laboratory Rotations	3
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SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Chemistry 101-102	College Chemistry I & II	4	4
MLT 209	Medical Laboratory Techniques III	3	
MLT 210	Medical Laboratory Techniques IV		2
MLT 206	Clinical Laboratory Rotations	3	3
A, B or C			
	Electives	6	6
		16	15

Physical Therapist Assistant

The **Physical Therapist Assistant Program** prepares students to assist professional physical therapists in rehabilitating patients disabled by illness or accident or patients possessing a birth handicap. The assistant will learn to utilize heat, cold, light, water, massage, sound, exercise, and other physical means. A high level of skill in the use of these physical means will be developed through both classroom and clinical experiences. Area physical therapy departments will be used for the students' clinical experiences. Students are responsible for their own transportation to the clinical assignments.

Students are expected to receive at least a C – in each science course and each physical therapy course undertaken. All students will be reviewed at the end of each semester regarding their academic performance and progress in the Program.

The Associate in Science Degree is awarded to graduates of this Program. Employment opportunities exist in hospitals, rehabilitation centers, health service agencies, and nursing homes which have physical therapy departments.

The Program has been granted the status of Accreditation by the American Physical Therapy Association.

Physical Therapist Assistant

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Biology 105-106	Anatomy and Physiology I & II	4	4
Psychology 201s	Introductory Psychology	3	
Physical Therapist Assistant 101	Physical Therapist Assistant I	4	
Physical Therapist Assistant 102	Physical Therapist Assistant II	2	
Physical Therapist Assistant 103	Physical Therapist Assistant III		2
Physical Therapist Assistant 104	Physical Therapist Assistant IV		2
Psychology 213	Introduction to Human Services		3
	Lasell Lifestyles	1	1
PC 101-102	Practical Computer Applications	1	1
		18	16
SUMMER SESSION (4 weeks)			
Physical Therapist Assistant 105	Clinical Experience I	3	

SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Psychology 212	Psychology of the Life Span	4	
Physical Therapist Assistant 201	Physical Therapist Assistant V	4	
Physical Therapist Assistant 202	Physical Therapist Assistant VI	2	
Physical Therapist Assistant 203	Physical Therapist Assistant VII		2
Physical Therapist Assistant 204	Physical Therapist Assistant VIII		5
Physical Therapist Assistant 205	Physical Therapist Assistant IX		2
Physical Therapist Assistant 206	Clinical Experience II		3
Physical Therapist Assistant 207	Clinical Experience III		3
Physical Therapist Assistant 211	Kinesiology	2	
	Electives*	6	
		18	15

Students must complete two units of First Aid and obtain certificates in First Aid and CPR.

*Electives must be selected from courses other than social relations and science.

Division of Business

Business Management

The **Business Management Program** has been designed to meet the increasing need for women in the field of Business Management. Statistics dealing with employment projections indicate that this will be an area of significant growth in the 1980's.

This Program is designed to permit its graduates to either transfer to a four-year institution majoring in Management or Business Administration or to enter the job market in entry level management positions.

Graduates receive the Associate in Science Degree.

Business Management

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Accounting 223-224	Principles of Accounting I & II	3	3
Business 107-108	Principles of Business Management I & II	3	3
Law 135-136	Business Law I & II	3	3
Mathematics 105	Introductory Mathematics I	3	
(or)	(or)		
Mathematics 109	College Alg. & Trig. I		3
	Elective		
	Lasell Lifestyles	1	1
PC 101-102	Practical Computer Applications	1	1
		17	17

SECOND YEAR

		CREDIT HOURS	
		1st sem.	2nd sem.
Economics 131-132	Principles of Economics I & II	3	3
Business 215	Personnel Management	3	
Business 209-210	Advertising and Sales Promotion I & II	3	3
Business 216	Employee Relations		3
Business 207	Marketing: Principles and Methods	3	
	Liberal Arts Electives	3	3
	Elective		3
		15	15

Retailing/Merchandising

This **Program** is structured to provide a functional understanding of the major divisions of operation and responsibility within the field of retailing. Prime areas of concentration include merchandising and buying, personnel administration, and advertising. Students are provided opportunities to analyze and evaluate situations related to the role of the retail executive. This method presents a means of study through the "decision-making process" by exploring, evaluating, and discussing involved controversial issues and problems.

During the Christmas season, which starts after Thanksgiving, both freshmen and seniors are afforded the opportunity to participate in supervised field work assignments. Freshmen are placed in the Boston area, including the fashionable suburban stores. Seniors may be assigned outside the local areas in keeping with predetermined established standards. Arrangements for field work are made only after approval of all prerequisites and requirements of the Retailing Department have been met. Following each field work assignment, individual performance is carefully evaluated. Opportunity for discussion of each assignment follows the field-work period.

In addition to the fundamentals of Retailing, the following related courses of instruction are included: advertising, principles of marketing, economics, and psychology, and principles of business management.

These courses are designed to provide a well-balanced and oriented adjunct to the basic design and structure of the **Retailing/Merchandising Curriculum**. In context, the combined courses are intended to qualify the student to attain insight and maturity which can be applied to her chosen area of career specialization. Lasell is advantageously located within easy access to several large shopping centers which makes possible supplementary field-work assignments and classroom projects. Each phase of the **Retailing/Merchandising Program** is carefully planned in the interest of qualifying the graduate for executive responsibility.

Graduates receive the Associate in Science Degree.

Retailing/Merchandising

FIRST YEAR

		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Retailing 101	Retail Organization	4	
Retailing 102	Principles of Retailing		3
Office Admin. 121s	Business Mathematics	3	
Psychology 201s	Introductory Psychology	3	
Sociology 111s	Introductory Sociology	3	
	Electives		9
	Lasell Lifestyles	1	1
PC 101-102	Practical Computer Applications	1	1
		18	17

SECOND YEAR

CREDIT HOURS

		1st sem.	2nd sem.
Retailing 209-210	Retail Advertising and Sales Promotion I & II	3	3
Retailing 207	Marketing	3	
Economics 131s	Principles of Economics I	3	
Retailing 201	Retail Store Practices	4	
Retailing 202	Retail Management Practices		3
Retailing 215	Personnel Management	3	
Retailing 216	Employee Relations		3
	Liberal Arts Elective		3
	Elective		3
		16	15

Accounting

The **Accounting Program** provides students with a strong background in specialized accounting skills and exposure to the world of business in general. Students learn the various components of business organizations and the role of accounting within them. The emphasis is on practical accounting work such as the maintenance of accounting books and financial records for a variety of types of business concerns, the preparation of federal tax returns for individuals and corporations, and the analyzing and interpreting of financial statements.

Graduates of this Program are eligible to join one of the fastest growing professions in the country with especially good opportunities for young women. Employment immediately after graduation can include working as a semi-professional directly assisting a Certified Public Accountant, or as a junior accountant trainee, cost accounting trainee, or assistant office manager. Places of potential employment include business corporations, industrial firms, government agencies, banks, insurance offices, and retail organizations.

Students interested in transferring to a four-year college in pursuit of a bachelor's degree in accounting with the possibility of becoming a Certified Public Accountant can use the two years in this Program as a most appropriate base for this later study. Advancement within the field of accounting can be most rapid dependent on a student's initiative, ability, and academic preparation.

Graduates from the **Accounting Program** receive the Associate in Science Degree.

Accounting

FIRST YEAR

CREDIT HOURS

		1st sem.	2nd sem.
English 101-102	Writing	3	3
Mathematics 105 (or)	Introductory Math I (or)	3	
Mathematics 109	College Alg. & Trig. I		
Business 107	Principles of Business Management I	3	
Accounting 223-224	Principles of Accounting I & II	3	3
Office Administration 121s	Business Math		3
Business 207	Marketing: Principles and Methods	3	
	Electives (Liberal Arts electives recommended)		6
	Lasell Lifestyles	1	1
PC 101-102	Practical Computer Applications	1	1
		17	17

SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Accounting 225-226	Intermediate Accounting I & II	3	3
Accounting 227	Cost Accounting	3	
Accounting 228	Federal Income Taxation		3
Economics 131s	Principles of Economics I	3	
Law 135S	Business Law I		3
MIS 101	Information Processing/BASIC	3	
	Elective (Business elective recommended)		3
	Liberal Arts Electives	3	3
		15	15

Management Information Systems

The **Management Information Systems Program** offers students two years of preparation in the use of computers for information processing in business and industry. Students gain hands-on experience in using computers as well as exposure to two computer languages necessary in programming. Emphasis in the curriculum is on computer use, computer familiarity, programming, problem solving, and information processing.

Students will be prepared for entry level computer positions such as: programmer trainee; programmer analyst; computer marketing representative; computer service representative; computer trainer; director of information support systems; data administration; customer support; and technical writing.

Students gain computer training using Lasell's on-campus Data General Eclipse Computer and IBM Personal Computers. During the final semester students are placed in an internship program in industry.

Graduates receive the Associate of Science degree.

Management Information Systems

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
MIS 101	Information Processing/BASIC	3	
MIS 102	Problem Solving with BASIC		3
Business 107-108	Prin. Bus. Mgmt. I & II	3	3
Accounting 223-224	Prin. Accounting I & II	3	3
Math.	*Mathematics Elective	3	
Math. 108	Intro. to Statistics		3
	Lasell Lifestyles	1	1
PC 101-102	Practical Computer Applications I & II	1	1
		17	17

*Faculty Adviser will make recommendation

Proficiency Placement Test: A typing test will be administered during freshman orientation. Those students who have no keyboarding skills may be scheduled into existing typewriting classes or computer-assisted instruction during the first semester.

SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
MIS 201-202	COBOL I & II	3	3
MIS 203	Systems Analysis	3	
MIS 207	Office Management	3	
MIS 208	Externship		3
Econ. 131-132	Prin. Econ. I & II	3	3
	Liberal Arts Electives	3	3
Eng. 300	Business Communications		3
		15	15

Office Administration

Lasell offers four distinct Office Administration programs for the young woman seeking employment in an office setting. These programs include: **Administrative Assistant, Executive Secretarial, Legal Secretarial, and Medical Secretarial.**

Each program provides students with a combination of professional courses and liberal arts. Graduates receive the Associate in Science Degree with the potential of responsible careers wherever well-trained and well-educated women are more and more in demand. Training in any one of these programs equips the individual to earn an increasingly attractive livelihood. Recently the need for graduates from such programs has been widely documented.

Administrative Assistant

This Program is designed for the career-minded young woman who desires to equip herself with business office skills for employment in a variety of offices where a knowledge of shorthand is not required.

Business executives seek intelligent young women whose educational backgrounds include an understanding of the problems and complexities of today's computer age; the ability to make wise decisions; employable skills in typewriting, records management, and the preparation of communications; and a knowledge of the latest in electronic office equipment.

The graduate of this two-year Program will be prepared to accept responsibility for the smooth functioning of her office environment and to free her employer from the countless details of daily routine. She can, after experience, be promoted to executive and managerial positions commensurate with her ability and ambition.

Emphasis is placed upon the ability to meet and get along with people. No longer is today's "Girl Friday" confined to a desk and a typewriter from nine to five as she finds herself becoming more involved in the competition and excitement of expanding opportunities for women today in business and the professions.

Each student must complete a minimum of 15 Liberal Arts credits.

Graduates receive the Associate in Science Degree.

Administrative Assistant

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 111-112	Elementary Typewriting I & II	3-2	3-2
(or)	(or)		
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 121s	Business Mathematics		3
Office Admin. 115	Essentials of Transcription	1	
Law 135s	Business Law I	3	
	Electives	6-9	6-9
	Lasell Lifestyles	1	1
PC 101-102	Practical Computer Applications I & II	1	1
		17-21	16-20

SECOND YEAR

		CREDIT HOURS	
		1st sem.	2nd sem.
Office Admin. 211-212 (or)	Advanced Typewriting I & II (or)	2	2
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 237s	Business Workshop		1
Office Admin. 231-232	Office Systems I & II	2	2
Economics 131s	Principles of Economics I	3	
Accounting 223	Principles of Accounting I	3	
Accounting 224	Principles of Accounting II (Recommended*)		3
Office Admin. 245-246	Word Processing I & II	3	3
	Elective	3	
	Liberal Arts Electives		6
		16	17

*Elective must be substituted if Accounting 224 is not taken.

Executive Secretarial

The **Executive Secretarial Program** is designed to produce secretaries equipped with business skills demanded by top employers and, at the same time, to offer the student through electives and extra-curricular experiences a diversified background for effective and enjoyable living.

The technical courses in the Program give thorough training in the marketable skills of shorthand and typewriting, knowledge of the latest in electronic office equipment, records management, and the professional handling of financial records. The Secretarial graduate is also educated to appreciate the special problems of business and to understand and accept responsibility. Supplementary courses chosen from a wide field of Liberal Arts studies assist the new secretary to enter upon her career in business not only with vocational competence but with more confidence, heightened intellectual awareness, and cultural appreciation.

Standards of proficiency in the fundamental secretarial skills are high, and the student is expected to develop her highest potential to exceed minimum requirements of speed and accuracy in order to achieve success in top secretarial positions.

Graduates of the Program go into responsible careers in the various fields of business. Secretarial training equips the individual to earn a livelihood immediately with skills that are currently very much in demand.

Each student must complete a minimum of 15 Liberal Arts credits.

Graduates receive the Associate in Science Degree.

Executive Secretarial

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 101-102 (or)	Elementary Shorthand I & II (or)	4	4
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 111-112 (or)	Elementary Typewriting I & II (or)	3-2	3-2
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 121s	Business Mathematics		3
Office Admin. 115	Essentials of Transcription	1	
Law 135s	Business Law I	3	
Electives	Liberal Arts Electives	3	3
	Lasell Lifestyles	1	1
PC 101-102	Practical Computer Applications I & II	1	1
		18-19	17-18

SECOND YEAR

		CREDIT HOURS	
		1st sem.	2nd sem.
Office Admin. 201-202 (or)	Advanced Shorthand I & II (or)	4	4
Office Admin. 103-104	Intermediate Shorthand I & II	2	2
Office Admin. 211-212 (or)	Advanced Typewriting I & II (or)		
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 231-232	Office Systems I & II	2	2
Office Admin. 237s	Business Workshop	1	
Office Admin. 245	Word Processing I	3	
Accounting 223-224 (or)	Principles of Accounting I & II (or)	3	3
Economics 131s (and)	Principles of Economics I (and)		
Accounting 223s (or)	Principles of Accounting I (or)		
Office Admin. 246 (and)	Word Processing II (and)	3	4-6
Accounting 223s	Principles of Accounting I		
	Liberal Arts Elective		
	Electives	3	
		18	15-17

Legal Secretarial

The **Legal Secretarial Program** is designed to prepare a student for the position of executive secretary to a member of the legal profession. The course provides a means of orientation in the legal environment through instruction in law, legal terminology, and transcription.

The technical courses in the Program give thorough training in the vocational skills of shorthand and typewriting, knowledge of the latest in electronic office equipment, records management, and the professional handling of financial records. The Secretarial graduate is also educated to appreciate the special problems of business and to understand and accept responsibility. Supplementary courses chosen from a wide field of Liberal Art studies assist the new secretary to enter upon her career in business not only with vocational competence but with more confidence, heightened intellectual awareness, and cultural appreciation.

Standards of proficiency in the fundamental secretarial skills of shorthand and typewriting are high, and the student is expected to develop her highest potential to exceed minimum requirements of speed and accuracy in order to achieve success in top secretarial positions.

Each student must complete a minimum of 15 Liberal Arts credits.

Graduates receive the Associate in Science Degree.

Legal Secretarial

FIRST YEAR

		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 101-102 (or)	Elementary Shorthand I & II (or)	4	4
Office Admin. 103-104	Intermediate Shorthand I & II	3-2	3-2
Office Admin. 111-112 (or)	Elementary Typewriting I & II (or)		
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 115	Essentials of Transcription	1	
Office Admin. 121s	Business Mathematics		3
Law 135-136	Business Law I & II	3	3
Electives	Liberal Arts Electives	3	3
	Lasell Lifestyles	1	1
PC 101-102	Practical Computer Applications I & II	1	1
		18-19	20-21

SECOND YEAR

CREDIT HOURS

		1st sem.	2nd sem.
Office Admin. 201-202 (or)	Advanced Shorthand I & II (or)	4	4
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 211-212 (or)	Advanced Typewriting I & II (or)	2	2
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 231-232	Office Systems I & II	2	2
Office Admin. 237s	Business Workshop	1	
Office Admin. 218	Legal Terminology and Transcription		2
Office Admin. 245	Word Processing I	3	
Accounting 223-224 (or)	Principles of Accounting I & II (or)		
Economics 131s (and)	Principles of Economics I (and)	3	3
Accounting 223s (or)	Principles of Accounting I (or)		
Office Admin. 246 (and)	Word Processing II (and)		
Accounting 223s	Principles of Accounting I		
	Liberal Arts Elective	3	
	Electives		3-6
		18	16-19

Medical Secretarial

Many young women today are interested in pursuing careers in the expanding medical field. For those who do not wish to undertake the professional training necessary to become a doctor of medicine or a registered nurse, the position of medical secretary offers a challenging and rewarding alternative. Employment opportunities are nearly unlimited in doctors' offices, hospitals, clinics, medical departments of insurance companies, state or city health departments, pharmaceutical houses, and in many other offices where a combination of secretarial and scientific training is an indispensable requirement.

The **Medical Secretarial Program** is designed to equip the student to manage the medical office efficiently through training in routine office procedures, handling appointments, greeting patients, and keeping financial records. Emphasis is also placed on medical terminology, typing, and transcription of medical material from machine dictation. Based on a foundation of science courses, further training is included in performing routine clinical laboratory tests, and in clinical assisting techniques, enabling the student to work with the doctor and the patient.

The Program is offered with two options—with, or without, the shorthand courses. The transcription of medical material is usually from dictation on tapes and cassettes, training for which is given in both options. The student who does wish to acquire the shorthand skill, however, can round out her ability for any type of secretarial position, as well as for the occasional medical office where it would be helpful.

Medical Secretarial students must fulfill the requirements of one of the two curricula as outlined. Each student must complete a minimum of 15 Liberal Arts credits.

Graduates receive the Associate in Science Degree.

Medical Secretarial

(Without Shorthand)

FIRST YEAR

CREDIT HOURS

		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 111-112	Elementary Typewriting I & II	3-2	3-2
(or)	(or)		
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 115	Essentials of Transcription	1	
Office Admin. 121s	Business Mathematics		3
Office Admin. 134s	Medical Terminology	1	
Office Admin. 237s	Business Workshop		1
Liberal Arts Electives	Biology 101 or	4	3
	Biology 104 (Recommended)		
	Electives	6	3
	Lasell Lifestyles	1	1
PC 101-102	Practical Computer Applications I & II	1	1
		<u>19-20</u>	<u>17-18</u>

SECOND YEAR

CREDIT HOURS

		1st sem.	2nd sem.
Office Admin. 213-214	Medical Typewriting I & II	2	2
Office Admin. 226	Professional Bookkeeping		3
Office Admin. 233	Medical Office Systems	3	
Office Admin. 241-242	Medical Transcription I & II	1	1
Office Admin. 245	Word Processing I		3
Biology 209	Clinical Laboratory Techniques	3	
Med. Ass't. 209	Medical Assistant Techniques	3	
	Liberal Arts Electives		6-8
	Elective	3	
		<u>16</u>	<u>15-17</u>

Medical Secretarial

(With Shorthand)

FIRST YEAR

CREDIT HOURS

		1st sem.	2nd sem.
English 101-102	Writing	3	3
Office Admin. 101-102	Elementary Shorthand I & II	4	4
(or)	(or)		
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 111-112	Elementary Typewriting I & II	3-2	3-2
(or)	(or)		
Office Admin. 113-114	Intermediate Typewriting I & II		
Office Admin. 115	Essentials of Transcription	1	
Office Admin. 134s	Medical Terminology	1	
Liberal Arts Electives	Biology 101 or	4	3
	Biology 104 (Recommended)		
	Liberal Arts Electives	3	3
	Lasell Lifestyles	1	1
PC 101-102	Practical Computer Applications I & II	1	1
		<u>20-21</u>	<u>17-18</u>

SECOND YEAR

CREDIT HOURS

		1st sem.	2nd sem.
Office Admin. 201-202	Advanced Shorthand I & II	4	4
(or)	(or)		
Office Admin. 103-104	Intermediate Shorthand I & II		
Office Admin. 213-214	Medical Typewriting I & II	2	2
Office Admin. 226	Professional Bookkeeping		3
Office Admin. 233	Medical Office Systems	3	
Office Admin. 241-242	Medical Transcription I & II	1	1
Office Admin. 245	Word Processing I		3
MLT 107	Clinical Laboratory Techniques	3	
Med. Ass't. 209	Medical Assistant Techniques	3	
	Electives (Office Administration 237 recommended)	1	3-4
		<u>17</u>	<u>16-17</u>

Two units of first aid must be completed.

Division of Life Span Management

Human Services: Human Services (General Option) Mental Retardation (Specialist Option)

This program is for students interested in exploring their potential for careers working with and for people as direct service providers, advocates, planners, and/or community organizers. Human Service majors learn the social science theories and skills needed to work for personal and social change. Through externships over three semesters, students integrate classroom learning with practice and explore the field by becoming involved in it. Field placements are available working with individuals, families, groups and special interest populations.

Students majoring in Human Services have two options for concentration, both of which provide the opportunity to become familiar with the skills, theory, and practice needed to work in the field of human services directly upon graduation or to transfer for advanced education in disciplines such as social work, rehabilitation, special education, public administration, or psychology.

The Human Services Generalist Option enables students to be knowledgeable about the trends and current developments in human services. Emphasis is on learning generalist skills and theories which will allow graduates to compete for jobs working in a wide variety of human service settings. Fieldwork assignments are designed to meet individual student's interests.

The Mental Retardation Specialist Option is intended for the student who would like to enter a setting to work with or for the retarded. This is a growing field, one that offers many work opportunities. Courses and field placements are specifically oriented to give students a strong background in retardation theory and practice.

Human Services provides exciting, important and rewarding opportunities to become involved with people of all ages, races, and abilities while working toward an improved, more meaningful quality of life.

Human Services

	FIRST YEAR (All Students)	CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Psychology 201	Introductory Psychology	3	
Psychology 213	Introduction to Human Services	3	
Psychology 223	Community Resources	3	
Psychology 210	Abnormal Psychology		3
Psychology 214	Supervised Field Placement and Seminar I†		6
Sociology 111	Introductory Sociology (General Option)	}	
(or)	(or)		
Psychology 224	Nature and Needs of the Mentally Retarded (Mental Retardation Option)		3
	Elective (optional second semester)	3	3
	Lasell Lifestyles	1	1
PC 101-102	Practical Computer Applications I & II	1	1
		17	17-20

Human Services (General Option)

SECOND YEAR OPTION		CREDIT HOURS	
		1st sem.	2nd sem.
Psychology 215-216	Supervised Field Placement and Seminar II & III‡	6	6
Psychology 218s	Dynamics of Small Groups	3	
Psychology 222	Small Group Facilitation Techniques and Theory		3
Psychology 202s (or)	Psychology of Personality	3-4	
Psychology 212	Psychology of Life Span		
Sociology 112s (or)	Social Problems		
Sociology 214s	Sociology of the Family		3
	Electives	3	3
		15-16	15

Mental Retardation (Specialist Option)

SECOND YEAR OPTION		CREDIT HOURS	
		1st sem.	2nd sem.
Psychology 215-216	Supervised Field Placement and Seminar II & III‡	6	6
Psychology 218s	Dynamics of Small Groups	3	
Psychology 202s (or)	Psychology of Personality		3-4
Psychology 212	Psychology of Life Span		
Sociology 111s	Introductory Sociology	3	
Psychology 227	Principles and Applications of Behavior Modification	3	
Psychology 222	Small Group Facilitation Techniques and Theory		3
	Electives		3-4
		15	15-17

‡Course includes eight hours, minimum, weekly, in field placement; supervision by staff member at facility and by program coordinator; and weekly two hour seminar attended by all trainees, field placement supervisor, program faculty, and rotating visits from field faculty staff. Two of these three semesters of Supervised Field Placement and Seminar shall be in the same site facility.

Early Childhood Education

The **Early Childhood Education Program** offers a flexible course of study for women who are interested in caring for young children in both home and school settings. Students may elect one of two programs offered.

The Early Childhood Transfer degree is designed to fill the special needs of students who are interested in becoming thoroughly trained kindergarten or elementary school teachers. Basic courses which provide both theoretical and practical knowledge of the field of child growth and development are offered. These students should plan to pursue a baccalaureate degree upon graduation from Lasell. Early Childhood Education transfer majors are strongly urged to have their Lasell programs approved by both their academic advisers and by the college to which they plan to transfer because degree requirements vary from college to college.

The Early Childhood Non-Transfer degree is designed to provide practical understandings and skills necessary for living and working with young children either in the home or school setting. Graduates of this program will be qualified to teach in nursery school or day care programs.

Students in both transfer and non-transfer programs have the opportunity to both watch and participate at the Lasell Child Study Center. The Center is a model nursery

school under the direction of four master teachers who are trained in the field of Early Childhood Education. The Center offers children learning experiences with a wide range of recreational equipment and educational materials currently in use in the best American nursery schools. The Center provides Early Childhood Education students the opportunity to observe both individual and group behavior of children in an educational setting. It also provides supervised opportunities for the student to actively work with young children as practicing teachers.

Graduates of either of the **Early Childhood Education Programs** thus acquire both theoretical knowledge and practical experience in the field of Early Childhood Education.

Graduates from the transfer program receive the Associate in Arts Degree; graduates from the non-transfer program receive the Associate in Science Degree.

Early Childhood Education

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
Early Ch. Ed. 101-102	Child Development I & II	3	3
Early Ch. Ed. 103	Observation	1	
English 101-102	Writing	3	3
Psychology 201s	Introductory Psychology	3	
Physics 101-102	Physical Science I & II	3	3
(or)	(or)		
Mathematics 105-106	Introductory Mathematics I & II		
	Electives	3	6
	Lasell Lifestyles	1	1
PC 101-102	Practical Computer Applications I & II	1	1
		18	17
SECOND YEAR (Non-Transfer Students)		CREDIT HOURS	
		1st sem.	2nd sem.
Early Ch. Ed. 201-202	Early Ch. Ed. I & II	4	4
Early Ch. Ed. 400	Practicum		2
Music 106s	Music for Children		3
Art 223s	Art for Children	3	
Early Ch. Ed. 207s	Children's Literature		3
History 101-102	History of Western Civilization I & II*		
(or)	(or)		
History 123-124*	History of American Civilization I & II*	3-4	3-4
Psychology 204s	Child Psychology		3
Early Ch. Ed. 211s	Exceptional Child	3	
	Elective	3	
		16-17	18-19
SECOND YEAR (Transfer Students)		CREDIT HOURS	
		1st sem.	2nd sem.
Early Ch. Ed. 201-202	Early Ch. Ed. I & II	4/3	4/3
	(or)		
	Liberal Arts Electives		
Biology 101-102	Principles of Biology I & II	4	4
History 101-102	History of Western Civilization I & II*	3-4	3-4
(or)			
History 123-124*	History of American Civilization I & II*		
Liberal Arts Electives	Literature, History of Economics	3	3
Early Ch. Ed. 211	Exceptional Child	3	
	Liberal Arts Elective		3
		16-18	16-18

*Though not generally advisable, students may take one semester of Western Civilization and one semester of American Civilization.

Students must complete 2 units of first aid and dance therapy.

Division of Arts and Sciences

Liberal Arts

Lasell offers a **Liberal Arts** major leading to the Associate in Arts Degree. This major is designed to serve two types of students: the student who wants a full four-year liberal arts education and who plans to transfer to a senior college after graduation from Lasell, and the student who shares the belief in the importance of the liberal arts in the culture of the individual but who cannot, for any of a variety of reasons, devote four years to their study.

The **Liberal Arts Program** offers students the opportunity to take courses in English, science, mathematics, the humanities, foreign language, and the social and behavioral sciences. Specific Program requirements are complemented by opportunities for elective courses within the liberal arts.

The choice of specific courses by a student should be made upon close consultation with the student's faculty adviser.

To assist the student in course selection the following definitions for the Program will pertain:

The humanities: liberal arts offerings in art history, foreign language, literature, music, philosophy, religion and history.

The social and behavioral sciences: liberal arts offerings in anthropology, economics, political science, psychology and sociology.

Liberal Arts

		CREDIT HOURS	
FIRST YEAR		1st sem.	2nd sem.
English 101-102	Writing	3	3
	Science/Mathematics*	3-4	3-4
	Humanities	3-4	3-4
	Social/Behavioral Science	3	3
	Foreign Language	4	4
	Lasell Lifestyles	1	1
PC 101-102	Practical Computer Applications I & II	1	1
		18-20	18-20
SECOND YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
	Literature	3	3
	Social/Behavioral Science	3	3
	Science/Mathematics*	3-4	
	Liberal Arts Electives	6	9
		15-16	15

*A student must complete either two semesters of science and one of mathematics or two semesters of mathematics and one of science.

Open Studies

In recognition of the almost endless variations in background, interest, and talent that exist in any representative group of young women, Lasell has long made it a policy to assist in the arrangements of individual programs calculated to satisfy the needs and fulfill the potentialities of students whose aims or natural gifts seem to point in a direction

not covered by any of the more or less standard collegiate curricula. In addition to the major fields outlined in the preceding pages, the College offers an **Open Studies Program**; this permits the student a certain latitude in her choice of subjects, the underlying principles being that the completed program must meet the student's serious vocational or personal needs, and that it must form, in the opinion of the student's adviser, a coherent and integrated plan of study without falling into the extremes of overspecialization or random distribution.

The **Open Studies Program** is built around a core of Liberal Arts electives, but with the added possibility of a number of electives both years in non-Liberal Arts subjects. The curriculum is designed for the student who would like to combine a liberal education with the opportunity to follow a side interest in one of the arts or to equip herself with the fundamentals of some of the basic skills of the business office. In addition, this Program appeals to the student who wishes to pursue a Liberal Arts program at Lasell without meeting the distribution requirements in science and/or language.

A student in Open Studies must elect a minimum of 36 semester hours of Liberal Arts Courses,* and fulfill all graduation requirements as described on page 8.

Graduates receive the Associate in Arts Degree.

*Liberal Arts Courses are so designated by an asterisk in the Course Description Section of this Catalogue.

Art

The Art Department offers a flexible program comprised of studio work and Liberal Arts courses. After a common first year of courses for all art majors, students may choose from second year options in Fine Arts or Advertising Design. The student is encouraged to select those courses which best accommodate her individual interest.

In conjunction with the general requirements for graduation (see page 8), a student who wishes to complete the **Art Program** must accrue 30-36 credit hours in studio courses and 6 credit hours in Art History courses (which qualify as the Liberal Arts courses specified in the general requirements).

The Art Department welcomes all members of the college to participate in art courses. Most studio courses are open without prerequisite.

For incoming students, portfolios will be reviewed upon request, but it is not the sole criteria for acceptance to the Art Department.

At the end of each year, a final portfolio from the first and second year Art students, representing all their class work at Lasell, is required for review by the Art Faculty. This is to prepare the students for a professional presentation of their art work when they graduate.

In the Art Department, a total of 68 credits is required for graduation which includes 4 credits in Portfolio I & II.

Graduates receive the Associate in Arts Degree.

ART
(All Students)

FIRST YEAR		CREDIT HOURS	
		1st sem.	2nd sem.
English 101-102	Writing	3	3
Art 103-104	Art History I & II	3	3
Art 105-106	Design and Color I & II	3	3
Art 113-114	Fundamentals of Drawing I & II	3	3
Art 126	Portfolio I		2
	Electives	3	3
	Lasell Lifestyles	1	1
PC 101-102	Practical Computer Applications I & II	1	1
		17	19

Fine Arts

SECOND YEAR OPTION

		CREDIT HOURS	
		1st sem.	2nd sem.
Art 207	Advanced Design	3	
Art 203	Painting I	3	
Art 205	Figure Drawing I		
(or)	(or)		
Art 206	Figure Drawing II		3
Art 211	Ceramics I	3	3
(and/or)	(and/or)		
Art 209	Jewelry I		
(and/or)	(and/or)		
Art 216	Printmaking		
Art 219s	Photography I	3	3
Art 226	Portfolio II	2	
	Electives	3	6
	Liberal Arts Electives	3	3
		17	15

Advertising Design

SECOND YEAR OPTION

		CREDIT HOURS	
		1st sem.	2nd sem.
Art 217-218	Advertising Design I & II	3	3
Art 207	Advanced Design	3	
Art 215	Printmaking I	3	
Art 219s	Photography I		3
Art 107	Watercolor I		
(or)	(or)		
Art 203	Painting I	3	
Art 205	Figure Drawing I		
(or)	(or)		
Art 206	Figure Drawing II		3
Art 226	Portfolio II	2	
	Elective		3
	Liberal Arts Electives	3	3
		17	15

Course Descriptions

Courses designated with an * are considered Liberal Arts courses.
Numbers in parentheses indicate semester hours of each course.

Accounting

223s. PRINCIPLES OF ACCOUNTING I (3)

A basic course designed to give an understanding of the principles and procedures of accounting used in modern business and to develop the ability of the student to comprehend and apply the mechanisms of the many recording phases of business activities. The areas treated are: principles of double entry; the accounting cycle as it affects professional, service and merchandising records; specialized journals and ledgers; preparation and interpretation of financial statements; labor-saving techniques; petty cash and payroll.

224. PRINCIPLES OF ACCOUNTING II (3)

This course follows Accounting I. It is structured to include: management of partnership and corporation accounting; in-depth decision-making relative to plant assets, inventories, and corporation financial statements; control of cash systems; and an assembling of an income tax unit with supportive schedules. Offered second semester only. Prerequisite: 223s.

225-226. INTERMEDIATE ACCOUNTING I & II (3; 3)

Following a review of principles learned in Principles of Accounting I and II, concentrates on financial statements covering assets, liabilities, corporate capital, and working capital. The second semester emphasizes the interpretation of financial reports, inventories, fixed assets, and investments. Prerequisites: 223 and 224.

227. COST ACCOUNTING (3)

Methods of identifying labor and material costs, and of allocating overhead as applied to job order, process, and standard cost systems. This information is related to budgetary control, reports for management and tax implications. Prerequisites: 223 and 224.

228. FEDERAL INCOME TAXATION (3)

Principles of personal, business and corporation taxes are explored in order to be able to prepare federal tax returns. Some emphasis on state tax returns as well. Prerequisites: 223 and 224.

Art and Music

ART

103-104. ART HISTORY I & II* (3; 3)

Lectures, slides, films, field trips and seminars will be used to explore the visual arts from many points of view. Painting, sculpture, architecture and other art forms from various periods will be used to study selected topics from the history of art.

105-106. DESIGN AND COLOR I & II (3; 3)

This studio and lecture course covers the fundamentals of design, with emphasis upon the exploration and use of varied materials and media.

107. WATERCOLOR I (3)

Students experiment in a wide variety of techniques in watercolor and other water-based media. (Offered when sufficient student interest exists.)

108. WATERCOLOR II (3)

A continuation of Art 107 in which increasingly more advanced problems in watercolors are explored. Each student's individual interest in subject and method will determine emphasis designed to meet needs in the development of expressive styles. (Offered when sufficient student interest exists.)

113-114. FUNDAMENTALS OF DRAWING I & II (3; 3)

Varied aspects of drawing are presented, including concentration on line, form, shading, light and perspective. A variety of media and subjects are included.

126. PORTFOLIO I (2)

Assists the students in assembling, as professionally as possible, a portfolio of their best work from all of their other courses. Freshmen will carry their work into their senior year toward a more selective, final presentation.

203. PAINTING I (3)

The student explores varied compositional and technical problems in oil paint, acrylics and varied water-based paints. (Course offered alternate years.)

204. PAINTING II (3)

Continuation of Art 203 with the opportunity for progressively more advanced painting problems. Prerequisite: 203. (Course offered alternate years.)

205. FIGURE DRAWING I (3)

Various exercises including gesture, contour and shading studies from live models form the basis of this free and natural approach to drawing the human figure.

206. FIGURE DRAWING II (3)

A great variety of approaches to the figure are used in different media such as pen and ink, pastels, watercolor, tempera and experimental, mixed media. Students are expected to make more interpretive, personal statements about the figure. Prerequisite: 205.

207. ADVANCED DESIGN**(3)**

A studio-lecture course which involves the students in a critical exchange of ideas while exploring various concepts of the elements of design as applied to various media. Prerequisite: 105-106.

209. JEWELRY I**(3)**

Introduction to the design of jewelry, the basic techniques, and the use of tools and various metals, materials and stones.

210. JEWELRY II**(3)**

Students explore the potentials of metal as a medium for self-directed work while developing technical competence and skill in using various materials and stones. Prerequisite: 209. (Course offered alternate years.)

211. CERAMICS I**(3)**

Introduction to hand-building methods in clay and throwing on the potter's wheel. Basic study of glazes, glazing and kiln-firing.

212. CERAMICS II**(3)**

Students explore the characteristics of clay as a medium of self-expression while developing skill on the potter's wheel and technical competence in glazing. Prerequisite: 211. (Course offered alternate years.)

215. PRINTMAKING I**(3)**

A beginner, intermediate course in relief and intaglio printmaking. The class works with blocks and plates, as well as lino, zinc, plastic, wood, card, natural and found objects in the making of multiple impressions, using an electrified etching press.

216. PRINTMAKING II**(3)**

Intended to focus on a single printmaking method per semester, such as silkscreen, collagraphy, etching or further exploration of any other. The method to be decided by the group and the instructor.

217-218. ADVERTISING DESIGN I & II**(3; 3)**

The design of visuals, comprehensives and mechanicals for the graphic arts media; newspapers, magazines, direct mail, posters, and packaging within the limitations of photo-mechanical reproduction.

219s. PHOTOGRAPHY I**(3)**

A basic foundation in negative and positive printing techniques and explores the aesthetic concepts of the medium.

223s. ART FOR CHILDREN**(3)**

Designed for those Early Childhood Education students who will be teaching young children. Students will experiment with a wide variety of materials to develop an understanding of creative art experiences and their value to the child.

224. FUNDAMENTALS OF DRAWING III**(3)**

Varied aspects of drawing are presented, including concentration on line, form, shading, light and perspective. A variety of media and subjects are included. Prerequisites: 113-114.

226. PORTFOLIO II**(2)**

The assembling of a final portfolio for Seniors in preparation for transfer to a four-year program or for employment purposes. Reviewed by Art Department.

MUSIC**101. ENCOUNTER WITH MUSIC I*****(3)**

A study in the enjoyment and appreciation of music from the standpoint of the general listener. The history and development of music from Johann Sebastian Bach through the Mennheim and classic periods will be studied in detail. Particular emphasis placed on symphonic form and the orchestra.

102. ENCOUNTER WITH MUSIC II***(3)**

Continuation of Music 101 covering music from Beethoven and Schubert, the Romantic period, to twentieth century music through Stravinsky.

105. CHORUS**(1)**

Provides a wide repertory of choral experiences for those who enjoy singing. Includes popular, semi-classical, and classical selections. Opportunity to sing in at least two concerts each year. Students may enroll each semester they are at the College for one credit per semester.

106s. MUSIC FOR CHILDREN**(3)**

Devoted to the teaching of music to children with emphasis on song, rhythmic games, appropriate serious music and toy instruments. An organized repertory of songs and games suitable for actual use in kindergarten and elementary school teaching is prepared during the semester for each individual student. All students who plan to take the course are required to take a placement test in the spring of their first year to determine their competency at the piano.

111s. MUSICAL COMEDY***(3)**

A survey of the rise of the musical comedy from origins in England in the 18th century (Gay's THE BEGGAR'S OPERA) and thence to the 1920's in the United States. Work by Kurt Weill, Jerome Kern, Oscar Hammerstein II, Richard Rodgers, George Gershwin, Leonard Bernstein, Cole Porter, Lerner and Loewe, Meredith Wilson, and others will be studied.

203. POPULAR MUSIC***(3)**

A detailed investigation of the rise of popular music in the United States with particular emphasis on the development of rock music and its derivatives. Musical examples from Elvis Presley to the Beatles and other English groups including the Rolling Stones, Eric Clapton, the Who, and American artists Alice Cooper, Jimmy Hendrix, Janis Joplin, Bob Dylan et al.

246. CONTEMPORARY MUSIC*

(3)

Beginning with the works of Claude Debussy, surveys the output of Mahler, Stravinsky, Berg, Schonberg, Webern, and certain American composers, among them Aaron Copland. While the emphasis will be placed on the contemporary symphonic literature, certain works of smaller groups and vocal combinations will also be included. (Not offered each year.)

APPLIED MUSIC

Applied music available for beginners and for students in all stages of advancement. Lessons in voice, piano and organ, and other instruments may be taken.

Business

107. PRINCIPLES OF BUSINESS MANAGEMENT I

(3)

Provides a working concept of business practices, as applied to structure, methods, policies, and objectives. Specific businesses analyzed and discussed in terms of operational practices, procedures, and profit motives. Types of business ownership, financing, organization, management, leadership, control, and marketing discussed.

108. PRINCIPLES OF BUSINESS MANAGEMENT II

(3)

A detailed examination of the problems involved in planning, organizing, staffing, directing and controlling business organizations, with specific attention to the career problems of young managers and particularly, young women managers.

207. MARKETING: PRINCIPLES AND METHODS

(3)

Fundamentals of the nature of marketing will be presented and evaluated to specific functions and institutions. The market for consumer goods will be discussed and will include motivations, behavior, money and fashion. Emphasis placed upon marketing in relation to the retailing and wholesaling of consumer goods. Policies and practices as applied generally to marketing research will involve product development, selection, channels of distribution buying, physical distribution selling, and policies. Pricing under competitive conditions, social benefits of competition and government regulations.

209-210. PRINCIPLES OF ADVERTISING I & II

(3; 3)

A broad view of advertising dealing with its planning, creation and execution in relation to the marketing cycle. Study will include the organization and operation of the advertising agency, publicity, public relations, behavioral sciences, budgeting and planning based on company's objectives. The creative techniques of art, layout, copywriting will be covered as well as production techniques for both print and broadcast media. A complete review will be made of all promotional media as relates to buying and selection procedures.

215. PERSONNEL MANAGEMENT

(3)

A course designed to provide insight and understanding of human resource management for first line supervisors and personnel department staff through consideration of the evolution of Personnel Management concepts; line vs. staff authority and responsibility for personnel management; the role of work and the job; the role of the formal and the informal organizations; the staffing process including employment interviewing; employee orientation, training, and development; and appraising employee performance. Course material is made relevant through case and incident studies, review of current issues reported in business publications, and practical exercises.

216. EMPLOYEE RELATIONS

(3)

Concentration on effective human resource management is explored further through consideration of motivation, communications, change and organization development, leadership styles and techniques, labor relations, wages and salaries, incentive systems, fringe benefits, employee safety and health, research in human resource management, and appraising the effectiveness of the organization's human resource management program. Course material is made relevant through case and incident studies, review of current issues reported in business publications, and practical exercises.

Developmental Offerings

001. READING AND STUDY SKILLS

(0)

A five-week course designed to help students improve their reading ability and study skills. Concentrates on such areas as reading speed, reading comprehension and study habits. Direct application to text material from students' regular college courses. Meets five times a week in small group sessions. Offered through Learning Skills, Inc., of Putney, Vermont. (A fee is charged by Learning Skills for participation in the course.) Open to all Lasell students on a voluntary basis.

002. REMEDIAL ENGLISH WORKSHOP

(1)

A seven-week course scheduled during the fall semester on basic skills review and writing practice. Referrals to the workshop are made by English 101 instructors. The course is open, also, to any Lasell student who wishes to enroll. The workshop meets once a week for two hours.

003. REMEDIAL MATHEMATICS LABORATORY

(0)

A seven-week course to assist students in overcoming past deficiencies in mathematics and to help negate mathematics anxieties and attitudes of math avoidance. Concentrates on arithmetic and lower-level algebra covering such areas as: measurement, fractions, ratios, metric units, sign numbers, decimals, percents, graphs, and simple algebraic problems. For students requiring a strengthened background in math in order to be successful with their specific academic programs or for students simply wishing to improve themselves in math. Meets in small group sessions with opportunity for drop-in individualized instruction. Math instructor assisted by peer tutors. Members of psychology faculty lead small group sessions devoted to overcoming students' math anxieties. Entrance through faculty referral or student self-referral. Open to all Lasell students. No academic credit given.

Early Childhood Education

101-102. CHILD DEVELOPMENT I & II

(3; 3)

Growth and development of children from conception through adolescence (with emphasis on infancy and the preschool years) as observable from the child's daily life and activities. Class discussions concern characteristic behavior as related to the growth sequence; the influences of adult guidance; and the health, welfare and social environment of young children.

103. ORIENTATION

(1)

Students acquire skill in observing the preschool age child by spending 8 hours at Lasell's laboratory school. This field experience is supplemented by lecture and seminar sessions which explore both the methods of recording behavior and the uses of observational records. Required for all ECE majors.

106. ORIENTATION TO EARLY CHILDHOOD EDUCATION

An introduction to the history, philosophy and psychology of early childhood education which concentrates on the essentials and methods used in teaching the preschool child. An understanding of the role of the teacher is acquired; preschool settings are surveyed. Limited supervised participation in a preschool setting is included. Prerequisite: ECE 101.

201-202. EARLY CHILDHOOD EDUCATION I & II

(4; 4)

A survey of the field of early childhood education. Discussions cover the essentials of good education for young children; methods by which the modern nursery school and kindergarten seek to meet the physical, social, emotional, and intellectual needs of young children; qualifications for teachers of young children; and career opportunities in the field. Three to four hours per week at the Lasell Child Study Center provide opportunity for practical experience in working with 3-, 4- and 5-year-old children. Prerequisite: 101-102.

207s. CHILDREN'S LITERATURE

(3)

Includes a survey of the place of children's literature in the education of the young child. The lectures, reading and discussions focus on the historical influences, as well as, the evaluation and selection of contemporary books. Emphasis is given to the development of necessary skills and techniques, including reading and telling children's stories, and the use of audio-visual materials.

211s. THE EXCEPTIONAL CHILD*

(3)

An introduction to the classification and general characteristics of visually and hearing impaired, mentally retarded, gifted, physically and emotionally handicapped children. The emphasis is on their special needs during the preschool and elementary school years. Prerequisite: ECE 101; Psych 201s; Psych 204, or Psych 212.

400. PRACTICUM

(2)

This course provides additional experience in the nursery school setting.

English

All Freshmen take English 101-102 (Writing). In the second semester of her Freshman year the student may have a choice of one of several English 102 offerings with different thematic emphases, though the essential concern of the course is still on developing her writing skills.

ENGLISH

101-102. WRITING*

(3; 3)

Concentrates on improving the student's attitude toward writing as well as the writing itself. The student can expect to write informal exercises, nongraded papers, graded papers, and journals. She can also expect to share some of her writing with an audience, to help others improve their writing, and to be involved in evaluating some of her own work. In addition to doing the reading for the course, the student will view films and participate in writing workshops. Scheduled individual conferences with the instructor are for the purpose of working on the student's particular writing projects and problems.

123-124. THE HISTORY OF AMERICAN CIVILIZATION I & II*

(3; 3)

(See History 123-124.) The American Literature survey and American Urban Literature are alternative discussion selections for those receiving English credit.

{ Lasell offers 2-3 second-year English courses each semester chosen from those listed below. Not all the courses may be available during a student's 2 years at the College. }

201-202. ENGLISH LITERATURE: SELECTED THEMES AND WRITERS I & II*

(3; 3)

A survey that each semester offers a special thematic approach to the study of English literature. Various authors, from Chaucer and Shakespeare to Shaw and Yeats, are studied within such contexts as: convention and revolt; the hero and the heroine; or evil and decadence.

203. ADVANCED WRITING

(*)

Designed to develop writing skills well beyond the level of Freshman English, with the principal emphasis to be announced each year; journalistic writing, the writing of poetry or the writing of fiction. The student's own work comprises the basic material to be studied, but texts and other assignments are used as needed.

207s. MODERN DRAMA*

(3)

The keynote of this course is variety and is chronological in structure. Emphasis will be placed upon the methods used and the themes embraced by playwrights of America and Western Europe who have endeavored to instruct and please audiences of today and of the recent past.

208. THE LITERATURE OF FANTASY AND MYSTERY*

(3)

A selection of myth, folklore, science fiction and detective fiction. Principal topics will include man's literary attempts to deal with the unknown and his need for mystery. Typical authors studied will be Poe, Barthelme, Fowles, and Burgess.

209. CHILDREN IN LITERATURE***(3)**

The nature of the child as revealed in representative modern literature is considered. Particular topics: the child as criminal and in relation to the criminal system, the child against the background of a critical historical situation, and the child as a rebel against his society.

215-216. THE BRITISH NOVEL I & II***(3; 3)**

Some background is provided on the history of the novel in the British Isles from Elizabethan origins onward, but the principal emphasis is on the great figures of the past two centuries. Reading for the first semester ranges from the Brontës to Joseph Conrad, while the second semester concentrates on significant authors and trends from about 1914 to the present.

217-218. CONTEMPORARY LITERATURE I & II***(3; 3)**

Representative English, American, and continental literature of the modern period with an emphasis on existential thought, alienation, and such literary movements as realism, naturalism, surrealism and the absurd.

221. THE CITY IN LITERATURE***(3)**

Through the use of selected texts, traces the history and meaning of the city as it has appeared in literature from ancient times to the present. In addition to analyzing the use of the city as a major metaphor in literature, offers the student an opportunity to study various authors' interpretations of the altering forms of man's principal location of habitation through time.

224. FILM AND LITERATURE***(3)**

The historical development, techniques and critical appreciation of significant films.

225. THE SHORT STORY***(3)**

Development of the short story as a Twentieth Century form, critical and creative approaches.

227. THE LITERATURE OF TRAVEL AND ADVENTURE***(3)**

Selected readings in the literature of travel and adventure, from classic and contemporary sources.

229. DOCTOR AND PATIENT: THE LITERATURE OF MEDICINE

For students interested in the relationships between patients and physicians and the role of medicine in the modern world. Fiction, biography, and exploration of social problems. Topics: popular presentations of the medical profession (novels, short stories, television); women's issues; how it feels to be a doctor (biographical and autobiographical narrative); ethical problems in current medicine; emotional reactions to illness; medicine and philosophies of life.

301-302. SEMINAR* (See page 19)**(3; 3)**

Foreign Languages

FRENCH

101-102. ELEMENTARY FRENCH I & II***(4; 4)**

Fundamental spoken and written French and an introduction to the culture of present-day France, with extensive use of the language lab. The second semester includes basic supplementary materials geared to the individual career goal of students majoring in Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who do not present French for admission or who have had no more than two years of secondary school French with a grade of C – or less.

105-106. INTERMEDIATE FRENCH I & II***(4; 4)**

A review of basic grammar with special attention to the development of audio-lingual and writing skills. Selected readings, language lab materials and class discussion deal with life in France today. Students in career courses such as Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. will be given supplementary, individualized materials of practical use in their majors. Open to students who have completed French 101-102 with a grade of C – or better or who present two or three years of secondary school French.

400. INDEPENDENT STUDY* (See page 19)**(3; 3)**

SPANISH

101-102. ELEMENTARY SPANISH I & II***(4; 4)**

Fundamental spoken and written Spanish and an introduction to the culture of present-day Spain and Latin America, with extensive use of the language lab. The second semester includes basic supplementary materials geared to the individual career goals of students majoring in Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. Open to students who do not present Spanish for admission or who have had no more than two years of secondary school Spanish with a grade of C – or less.

105-106. INTERMEDIATE SPANISH I & II***(4; 4)**

A review of basic grammar with special attention to the development of audio-lingual and writing skills. Selected readings, language lab materials and class discussion deal with life in Spain and Latin America today. Students in career courses such as Early Childhood Education, Nursing and related medical fields, Retailing and Business, Secretarial Science, etc. will be given supplementary, individualized materials of practical use in their majors. Open to students who have completed Spanish 101-102 with a grade of C – or better or who present two or three years of secondary school Spanish.

400. INDEPENDENT STUDY* (See page 19)**(3; 3)**

History, Economics, Philosophy and Humanities

{ Lasell offers 3-4 history courses each semester chosen from those listed below. }
{ Not all the courses may be available during a student's 2 years at the College. }
{ American Civilization I & II and the History of Women are offered each year. }

HISTORY

101. WESTERN CIVILIZATION TO 1300* (4)

An interdisciplinary approach to the development of Western humanity with concentration upon the cultural, literary, artistic, and philosophic, and passing reference to the political and economic. Lectures will cover, in more or less chronological pattern, prehistory to the Renaissance. Students will choose a weekly discussion group which will concentrate on either literary or philosophic materials beyond the text. (May be taken for credit either in the English or History Department. Course available alternate years.)

102. HISTORY OF WESTERN CIVILIZATION: 1300 TO THE PRESENT* (4)

A continuation of History 101 covers the history of western civilization from the Renaissance through the mid-twentieth century. Points up developments which have shaped the life of today. (Course available alternate years.)

114. RECENT EUROPEAN HISTORY* (3)

Examination of Europe in the 20th century with stress on cultural developments and passing reference to politics and economics. Occasional mention of the Third World and the Western Hemisphere as appropriate. Concentration on interpretation rather than chronology.

115. ISSUES IN CONTEMPORARY POLITICAL THOUGHT* (3)

Consideration of political and social issues under four broad topics: law; liberty; justice and equality, particularly as they apply to women. Examines a variety of traditional and modern political and social theories in a search for some understanding of contemporary problems such as civil disobedience, life and death issues, restitution, war, anarchy, public employee strikes, etc.

123. AMERICAN CIVILIZATION I* (3)

An examination of the chief political, social, and cultural features of American society as they have developed from its beginnings to the period of Reconstruction. All students attend a core of lectures. Each student selects a study selection from one of the following areas: literature, culture, politics, thought, communities, minorities. (May be taken for credit either in the English or History Departments. Course offered every year.)

124. AMERICAN CIVILIZATION II* (3)

A continuation of History 123 from the period of Reconstruction to the present. (Course offered every year.)

125. COLONIAL AMERICA* (3)

An in-depth examination of factors that shaped the society, religion, politics, and mind of America from 1607-1775. Special emphasis on comparison of and contrast with Puritan New England and Anglican Virginia. The position of women will be highlighted. Finally, there will be an examination of America on the eve of rebellion.

131. REVOLUTIONS AND REVOLUTIONARY THOUGHT* (3)

This interdisciplinary course will undertake analysis of many types, facets, styles of revolution, including political, cultural, and scientific meanings of the concept.

133. HISTORY OF WOMEN (U.S.)* (3)

A social history of women in the United States, beginning in the colonial period, including movement west, fight for abolition of slavery, and, then, concentration on twentieth century issues. Emphasis on the image of women held during these periods, and the difference between the image and the actual conditions of women in education, employment, status and legal position, and political and economic life. The contributions of women to social change and the growth of women's movements included. (Course offered every year.)

141. RECENT AMERICAN HISTORY: 1945-1968* (3)

The years of the Truman, Eisenhower, Kennedy and Johnson presidencies are studied from the economic, social, cultural, political, and foreign policy perspectives. Where practicable, class work will include individual assignments as well as some readings. Conducted as an informal seminar.

142. RECENT AMERICAN HISTORY: 1960-to-Date* (3)

Focuses on the Kennedy, Johnson, Nixon, Ford, Carter and Reagan presidencies. Work will divide roughly into three areas: foreign affairs; domestic politics; economic, social and cultural trends. Specific topics range from the Vietnam War to the women's movement, from the rise of divorce to the decline in education. Assignments are divided between core readings and individual study; discussion will predominate over lectures.

150. THE MIDDLE EAST IN WORLD AFFAIRS* (3)

Study of the Middle East as a "problem area" with emphasis on the period from World War I to the present. Topics will include nationalism—Arab and Zionist—the Arab-Israeli dilemma, OPEC, and the strategies and aims of the external powers.

ECONOMICS

131s. PRINCIPLES OF ECONOMICS I* (MICRO) (3)

An introduction to the principles of the economic behavior of individuals, firms and industries in the mixed economic system. Topics included will be the theory of consumer demand and elasticity, supply and costs of production, theory of the firm under conditions of perfect and imperfect competition, the allocation of economic resources, an introduction to the principles of international trade, and the role of government in promoting the economic welfare of the people.

132. PRINCIPLES OF ECONOMICS II* (MACRO)

(3)

Basic functions of the United States economy viewed as a whole and policies designed to affect its performance. Topics included will be economic scarcity, the causes of unemployment and inflation, the nature of money and monetary policy, the impact of government taxation and spending, the federal debt, issues concerning economic growth. Some consideration will also be given to international economic problems and to contrasting economic systems. Reference will constantly be made to current economic events. Prerequisite: 131s.

PHILOSOPHY

100. INTRODUCTION TO PHILOSOPHY.*

(3)

Introduces the student to the basic problems of philosophy, such as the sources of knowledge, the relationship between mind and body, freedom as opposed to determinism, and the nature of values.

110. ETHICS*

(3)

Introduction to analysis of conduct, moral reasoning, and foundation of ethical values in a search for the ultimate meanings of human experience. The following specific problems will be examined: life and death issues, human experimentation, sexuality, truth-telling in medicine, honesty in business, cheating, lying, stealing and reparation, egoism, obligation, capital punishment.

126. AESTHETICS*

(3)

Creativity, interpretation, expression, style, symbolism, evaluation, art, and society—all from the philosophical perspective. Students are exposed to a variety of approaches to the question: "what is beauty?" The arts and everyday experience examined in an effort to answer the question about beauty as well as the other questions such exploration will raise. (Course offered alternate years.)

128. EXISTENTIALISM*

(3)

An examination of such questions as: who am I?; why am I here?; what does it mean to exist?; what relationship(s) do I have with myself?; with others?; with the universe? In an effort to respond to these and further questions, readings will be from Kierkegaard, Nietzsche, Heidegger, Buber, Jaspers, Sartre, and others. Discussions will be centered around the ideas contained in or suggested by the readings. The influence of existentialism on psychology, society, art, religion, and politics explored. (Course offered alternate years.)

130. PHILOSOPHY OF LOVE AND SEX*

(3)

An investigation of affectivity centering on different meanings of the emotion 'love,' including friendship, spirituality, ecstasy, romance. Also, philosophical inquiry into the person-as-sexed—freedom, choice, responsibility, object, subject, authenticity. Readings from Plato to Robert Solomon.

300-301. SEMINAR* (See page 19)

(3; 3)

HUMANITIES

100. INTRODUCTION TO THE HUMANITIES*

(1)

An introduction by way of the "minicourse" to various fields covered by the general heading "Humanities." The student may take any 5-week unit for 1 credit, the entire sequence for 3 credits, or any combination of units for 1 credit per unit. Separate units may be taken over the course of one or several semesters with no unit being a prerequisite for any other unit. Each semester, offerings are usually found in philosophy, music and literature. Depending on faculty available, offerings may also be given in art, religion, history, and history of science. Units are taught by members of several departments, including Art and Music, English, and History and Philosophy.

Law

135s. BUSINESS LAW I

(3)

Gives the student working knowledge of everyday law as it applies to business and personal needs. The focus is primarily on contract law and property law.

136. BUSINESS LAW II

(3)

A continuation and overall completion of the student's working knowledge of everyday law as it applies to business and personal needs. The subjects included are: Articles II, III, and IV of the Uniform Commercial Code; Corporations, Agency, and Insurance Law. Prerequisite: 135s.

Management Information Systems

101. INFORMATION PROCESSING/BASIC

(3)

Includes an introduction to electronic data processing which covers computer terminology and flow charts. Programming in the Basic language is taught on the Data General Eclipse C/150.

102. PROBLEM SOLVING WITH BASIC

(3)

Continuation of 101. Flow charts, writing and documentation of programs, testing and debugging are all part of the program. Opportunity for extensive laboratory experience. Required in the Management Information Systems Program. Prerequisite: MIS 101.

201. COBOL I

(3)

An introduction to COBOL (Common Business Oriented Language) programming. More sophisticated business applications than BASIC. Extensive laboratory experience. Required in the Management Information Systems Program.

202. COBOL II

(3)

Continued programming in COBOL with an emphasis on tape and disk file organization and maintenance-structured design techniques for business and industry. Extensive laboratory experience. Required in the Management Information Systems Program. Prerequisites: MIS 102 plus knowledge of accounting.

203. SYSTEMS ANALYSIS

(3)

An introduction to management information systems and data base management concepts. Included in the course are feasibility studies and systems design which will include hardware and software consideration. Required in the Management Information Systems Program.

206. EXTERNSHIP

An approved project off campus in industry to gain more practical experience in the computer field.

Nursing

101. NURSING I

(6½)

An introductory course designed to provide a foundation for future courses in the Nursing curriculum. The course provides both theory and carefully selected clinical experience in the hospital. Focuses attention on the development of scientific skills, basic understandings and appropriate appreciations which are necessary to meet the basic physical and psychological needs of the patient. Pharmacological and nutritional aspects are integrated. Also considered are the historical, ethical, and professional aspects of nursing today. Clinical experience is centered at the Newton-Wellesley Hospital, Glover Memorial Hospital, Faulkner Hospital and Weston Manor. Classes in interpersonal relationships are given during the first 6 weeks of this course.

102. NURSING II

(6½)

Involves the principles and practice of comprehensive nursing care in relation to major problems of adults in the general hospital. Correlation of theory and practice is achieved under close supervision through assigning students to care for patients with physical needs that have recently been discussed in class. Emphasis is placed upon the meaning of illnesses to the individual patient, the problem-solving approach and the challenge to the nurse as a member of the health team; pharmacological and nutritional aspects are continued. Clinical experience at Newton-Wellesley Hospital, Weston Manor and Glover Memorial Hospital. Prerequisites: Nursing 101 and Biology 105.

103. NURSING III (Summer Session Course)

(9)

Through this course in basic maternal child health nursing, the student gains an understanding of the relationship of the developmental processes to the health needs of the individual from conception through childbearing years. The student utilizes the nursing processes in assessing the physiological and psychological impact of the developmental process, and the effects of physical and emotional stressors on individuals and families and provides for effective intervention. Experience is provided in caring for the mother and newborn infant at Brigham and Women's Hospital. Physical and psychological needs are emphasized in relation to the mother, child and family. Through classroom and clinical experience, common health problems of the child are studied. Prerequisites: Nursing 102, Psychology 201, Psychology 212, Biology 106.

201. NURSING IV

(7)

Aims to develop in the ability to utilize scientific principles and problem-solving techniques to meet the nursing needs of patients with common medical-surgical problems. The nursing process is emphasized through the use of nursing care plans dealing with recognition, interpretation and alleviation of problems related to altered homeostatic responses and mind-body interactions. Runs concurrently with Nursing V and course content is correlated. Principles of nutrition and pharmacology are included. Clinical experience is centered at Newton-Wellesley, Glover Memorial Hospital and Lahey Clinic Medical Center. Includes both day and evening rotations to medical and surgical units and intensive care unit. Prerequisite: Nursing 103.

202. NURSING V

(7)

A continuation of Nursing IV. It continues to utilize scientific principles and problem-solving techniques in caring for patients in a hospital setting. Emphasis is placed upon patients with relatively complex disease entities, critical illness or extensive medical or surgical therapy, and long-term illness. Day and evening experiences are provided to assist the student to develop awareness of the total nursing responsibilities in the clinical area. Seminars provide students with the opportunity to explore as a group the many aspects of nursing responsibilities involved in the care of patients with complex problems. Clinical experience is centered at the Newton-Wellesley Hospital, Glover Memorial Hospital and Lahey Clinic Medical Center. Prerequisite: Nursing 201.

203s. NURSING VI

(3)

Emphasis is placed upon the development of beginning appreciation and understanding of mental health and ability to recognize normal and pathological behavior adjustments. Clinical experience is centered at Westwood Lodge. Prerequisites: Nursing 102, Nursing 103, Biology 106, Psychology 212.

204. NURSING VII

(2)

Planned to help the student understand the privileges, obligations, and responsibilities of the graduate nurse. Career opportunities in various fields of nursing are discussed, along with legal and ethical aspects of the nursing profession. Attention is given to past, present, and future trends in nursing.

Office Administration

101-102. ELEMENTARY SHORTHAND I & II

(4; 4)

A basic course in Gregg Shorthand, covering principles of theory, a review of business English fundamentals, dictation practice, and introduction of transcription. Corequisite: 111 or its equivalent.

103-104. INTERMEDIATE SHORTHAND I & II

(4; 4)

Reviews shorthand theory; English grammar, spelling and vocabulary; and develops dictation speed and transcription ability to an employable level. Recommended for students with a shorthand background equivalent to 101-102, but whose speed level precludes 201-202.

111-112. ELEMENTARY TYPEWRITING I & II

(3; 3)

An intensive and thorough course in beginning typewriting, training in touch-typewriting, correct operating techniques on various makes of machines, and the development of reasonable speed and accuracy. Instruction covers centering arrangements, memos, letter styles, rough drafts, tabulations, and manuscripts with footnotes.

- 113-114. INTERMEDIATE TYPEWRITING I & II** (2; 2)
For students who have had previous typing experience equivalent to 111-112, but whose speed level precludes taking 211-212. Typewriting fundamentals are reviewed and instruction is given in more depth on letter styles, manuscripts, and tabulations. Speed and accuracy are developed for vocational competency.
- 115. ESSENTIALS OF TRANSCRIPTION** (1)
Includes English essentials needed by the professional woman entering today's business office. The basic rules for communicating—sentence structure, punctuation, spelling, correct word usage, grammar studies are included.
- 121s. BUSINESS MATHEMATICS** (3)
Practice is first given in the fundamentals of arithmetic. Following this, application is made in percentages, retail and cash discounts, inventories, mark-ups and mark-downs, financial statements, interest and bank discount, stocks and bonds, banking services, sales, property, and customer taxes, and payroll to the extent that these topics relate to retailing and secretarial positions.
- 134. MEDICAL TERMINOLOGY** (1)
Introduces the student to a mastery of medical prefixes, suffixes, and roots in order to reach a comprehension of basic medical terms.
- 201-202. ADVANCED SHORTHAND I & II** (4; 4)
Presupposes a complete mastery of shorthand theory and a reasonable degree of dictation and transcription ability. Skill in dictation speed and ability to produce mailable copy are perfected to meet the more demanding secretarial positions in business.
- 211-212. ADVANCED TYPEWRITING I & II** (2; 2)
Develops to the highest degree typewriting speed and accuracy. Instruction is given in the arrangement of business correspondence, advance tabulations, manuscripts, statistical data, legal documents, and executive typewriting. Prerequisites: 111-112 or 113-114, or equivalent.
- 213-214. MEDICAL TYPEWRITING I & II** (2; 2)
A second-year typewriting course specifically designed for the secretary who will be employed in a medical setting. Medical terminology, records, and forms emphasized. Practice to improve accuracy and speed. Required of all Medical Secretarial students. 213 required of all Medical Assistant students. Prerequisite: 112 or 114.
- 218. LEGAL TERMINOLOGY AND TRANSCRIPTION** (2)
Introduces the student to the most commonly used legal terms in the legal office of today. In addition, the student transcribes from tapes, various legal papers, forms, and correspondence.
- 226. PROFESSIONAL BOOKKEEPING** (3)
This is a course designed to give the medical secretary and medical assistant an understanding of the theory of double-entry bookkeeping as it applies to records for professional people. The accounting cycle is developed on a cash approach for classes of income derived from services rendered. Special emphasis is given to proper recording of personal investments in real estate and stocks and bonds. For Medical Secretarial and Medical Assistant seniors only.
- 231-232. OFFICE SYSTEMS I & II** (2; 2)
This course is designed as a complete office-methods survey. The following topics are covered: English fundamentals and usage, personality and office etiquette, records control and indexing, planning itineraries, scheduling appointments, telephoning, interviewing office visitors, composing business letters, computer technology and its relation to the secretary, statistical information, planning for a professional career. A problem-solving approach is used by utilizing simulated office situations.
- 233. MEDICAL OFFICE SYSTEMS** (3)
This course introduces the student to the qualifications required for medical secretarial/assistant work. Medical terminology, ethics, telephone technique, case histories, filing and machine transcriptions are stressed. Special emphasis is placed on a review of English grammar, letter writing, patients' records, and all routine office procedures required in a medical secretarial position. For Medical Secretarial and Medical Assistant seniors only.
- 237s. BUSINESS WORKSHOP** (1)
This course is required of all second-year students enrolled in the Executive Secretarial, Legal Secretarial or Administrative Assistant curricula. With special permission of the instructor seniors enrolled in typewriting courses may elect the course. The workshop provides an acquaintance with transcription machines, and calculators.
- 241-242. MEDICAL TRANSCRIPTION I & II** (1; 1)
After suitable instruction, the student will work independently, as well as under supervision, approximately 2 hours a week in the machines laboratory transcribing medical case histories and medical letters from electronic transcribing machines. Required in Medical Secretarial and Medical Assistant Programs; open to others with permission of instructor. Prerequisites: 111-112, or equivalent; and 134.
- 245. WORD PROCESSING I** (3)
Required of all second-year students in the Executive, Administrative Assistant, Legal, and Medical Secretarial Programs. To provide students with hands-on training in word processing. Familiarization with word processing concepts, terminology, and editing skills. Special emphasis placed on standardized formats for letters, memos, and other business forms.
- 246. WORD PROCESSING II** (3)
Required of all second-year students in the Administrative Assistant curriculum. To further expose students to the capabilities of the wordprocessor. Emphasis on certain wordprocessing skills, such as editing, storage, and production work. Students in other office administration programs encouraged to enroll. Prerequisite: OA 245.

Health, Fitness and Sports Programs

Lasell Lifestyles Program is a unique offering designed to support each student in her efforts to manage her body and mind in a knowledgeable and self-determined style so that she may fully develop her individual potential. This program has several components, including: self-assessments in areas of physical fitness; nutrition, stress and relaxation; sports; and seminars on a variety of topics. The course carries two credits.

Lasell Lifestyles Program is required of all freshmen; completion of this program is a degree requirement. Students must attend 14 hours of lecture over the course of the first year to fulfill the health/wellness component of the program. In addition, students must complete one/two physical activities course each quarter of the freshman year to accumulate six, seven-week physical activities courses.

Students may select from a variety of activities such as:

Aerobics	Fitness Lab
Archery	Golf
Badminton	Softball
Basketball	Tennis
Dance (Modern, Jazz, Ballet)	Volleyball

Practical Computer Applications

101-102. PRACTICAL COMPUTER APPLICATIONS

(1;1)

This two semester course will familiarize students with the basic functions of the personal computer with particular emphasis on using the computer as a tool for the students' course work. Required of all freshmen.

Retailing/Merchandising

101. RETAIL ORGANIZATION

(4)

Provides a basic analysis of principles of retail selling. The elements of sales are considered in each of their respective categories. Application of sales practices is demonstrated through role playing and class discussion. Opportunity to demonstrate the principles of retail selling is provided through individual field work assignments in approved Boston and suburban department and specialty stores during the Christmas season.

102. PRINCIPLES OF RETAILING

(3)

Each segment of retail store structure and operation is analyzed as related to the coordination and function of department store, discount house, branch and specialty stores. Designed to provide an insight into the functioning of each division and department within the entire retail structure.

106. FUNDAMENTALS OF FASHION AND DESIGN

(3)

An understanding and appreciation of fashion and interior design from the past to the present is developed through the study of line, color, and form. Projects, lectures, and field trips stress the value of art in the retailing field. Open to all students.

201. RETAIL STORE PRACTICES

(4)

The decision making aspects of retail management are analyzed within the framework of the major functions of management. Specific applications of retail management responsibility are examined through consideration of store image, competition, legal restraints, the consumer and consumer behavior and motivation, consumerism, critical financial statements, and practical retail research. Course material is made relevant through case and incident studies, review of current retail developments reported in major business publications, and field work assignments in appropriate retail establishments.

202. RETAIL MANAGEMENT PRACTICES

(3)

Application of retail management decision making is continued through consideration of buying, sources of merchandise, services, selling, pricing, promotion, physical distribution, inventory planning and control, and store location. In-depth consideration is given to all aspects of career preparation. Course material is made relevant through case and incident studies, discussions regarding field work experiences, review of current retail developments reported in business publications, and practical exercises providing for analysis and evaluation of existing retail establishments.

207. MARKETING: PRINCIPLES AND METHODS

(3)

Fundamentals of the nature of marketing will be presented and evaluated to specific functions and institutions. The market for consumer goods will be discussed and will include motivations, behavior, money and fashion. Emphasis placed upon marketing in relation to the retailing and wholesaling of consumer goods. Policies and practices as applied generally to marketing research will involve product development, selection, channels of distribution buying, physical distribution selling, and policies. Pricing under competitive conditions, social benefits of competition and government regulations.

209-210. RETAIL ADVERTISING AND SALES PROMOTION I & II

(3; 3)

A basic course in the principles of advertising, sales promotion, publicity and public relations as related to retailing. Functions of the advertising department from the initial budgeting and planning stages through the execution of a complete campaign for all types of stores. Copywriting, art and layout, production, consumer behavioral objectives and research with detailed study of all media such as newspaper, radio and television, direct mail, outdoor, and transit. Other functions including pricing practices, window and interior display as coordinated with retail practices explained.

215. PERSONNEL MANAGEMENT

(3)

A course designed to provide insight and understanding of human resource management for first line supervisors and personnel department staff through consideration of the evolution of personnel management concepts; line vs. staff authority and responsibility for personnel management; the role of work and the job; the role of the formal and the informal organizations; the staffing process including employment interviewing;

employee orientation, training, and development; and appraising employee performance. Course material is made relevant through case and incident studies, review of current issues reported in business publications, and practical exercises.

216. EMPLOYEE RELATIONS

(3)

Concentration on effective human resource management is explored further through consideration of motivation, communications, change and organization development, leadership styles and techniques, labor relations, wages and salaries, incentive systems, fringe benefits, employee safety and health, research in human resource management, and appraising the effectiveness of the organization's human resource management program. Course material is made relevant through case and incident studies, review of current issues reported in business publications, and practical exercises.

Science and Mathematics

100. CONTEMPORARY ISSUES IN SCIENCE

(1)

A series of "minicourses" in the fields of biology, chemistry, physics, astronomy, general science, health and medicine. Each "minicourse" meets five weeks for one credit. During a semester a student may enroll for any or all of the "minicourses" and receive one credit for each course completed. Specific "minicourses" for a given semester are listed in the semester's master schedule.

BIOLOGY

101-102. PRINCIPLES OF BIOLOGY I & II*

(4; 4)

A basic course in biology to develop an appreciation of the patterns of functioning of living organisms at all levels and the variety of life. Consideration given to: the fundamentals of plant and animal cell activities, the organ systems that are integrated to form the adult human organism, the major groups of plants and animals, and the basic principles of inheritance, evolution and ecology. Elective course.

104. HUMAN REPRODUCTION*

(3)

The hormonal, anatomical and physiological aspects of the reproductive process in the male and female related to present day problems of fertility and sterility, of population control and contraception, and of childbirth and abortion. Required in Medical Assistant Program. Elective course.

105-106. ANATOMY AND PHYSIOLOGY I & II*

(4; 4)

A comprehensive study of the human body by systems in order to gain some understanding of its basic mechanisms and functions. Required for all students enrolled in the Medical Laboratory Technician Program, Physical Therapist Assistant Program, Medical Assistant Program and Nursing Program. Open to students as an elective course.

107. MICROBIOLOGY*

(4)

A study of the structure and function of the different groups of microorganisms and their role in health and environment. Emphasis placed on the human pathogenic microorganisms—how to grow, observe and identify them. The interactions between man and microbes is examined with reference to immunology and antibiotics. Required in the Nursing and Medical Laboratory Technician Programs; open to other students as an elective course. Prerequisite: one year of College Biology (Bio 101-102 or 105-106) or permission of instructor.

109. INTRODUCTION TO HEALTH SCIENCES

(2)

Contains a brief history of medicine, medical law and ethics, communication, aging, death, and dying. The role of the allied health worker in today's society emphasized throughout. Required in the Medical Assistant Program. Open to all students as an elective.

110. PRINCIPLES OF NUTRITION

(1)

Includes studying nutrients, evaluating menus, planning menus, and eating habits. Focus on modified diets and the influence of culture and economic factors. Discussions on the nutritional needs of the various age groups in the life cycle. Required in Medical Assistant Program; open to other students as elective course.

201. PHARMACOLOGY

(2)

Introduction to medication therapy. Focuses on drug laws, definitions, modes of administration and interaction of drugs. How medications affect the system of the body and drug doses. Required in Medical Assistant Program; open to other students as elective course.

209. CLINICAL LABORATORY TECHNIQUES

(3)

A basic introduction to the routine procedures commonly employed in the medical laboratory and physician's office. Includes: urinalysis; hematology; chemistry; bacteriology; and body fluid analysis. Emphasis placed on the theoretical background and practical application of the material studied. Required in Medical Assistant and Medical Laboratory Technician Programs.

300-301. SEMINAR* (See page 19)

(3; 3)

CHEMISTRY

101-102. COLLEGE CHEMISTRY I & II*

(4; 4)

Chemistry 101 presents the fundamental laws of chemistry, properties of solids, liquids and gases, the periodic table in relation to atomic and molecular structures, and acid-base theory. Chemistry 102 presents a detailed treatment of chemical equilibrium, including pH buffers and the common ion effect. Fundamental topics in electrochemistry, organic chemistry and biochemistry are presented along with selected topics in descriptive chemistry, if time is available. Prerequisite: High School algebra. Required in Medical Laboratory Technician Program; open to other students as an elective course.

MATHEMATICS

105-106. INTRODUCTORY MATHEMATICS I & II*

(3; 3)

To familiarize the student with mathematics in the fields of business, the social sciences, the allied health, and the physical sciences. Designed to acquaint the student with many new and exciting uses of mathematics, as well as to remedy any mathematical deficiencies. The topics considered include the use of tables, estimations, percentages, logic, probability, matrices, and statistics. Elective course.

108. INTRODUCTION TO STATISTICS*

(3)

An interdisciplinary approach to statistical methods is used. Topics such as means and dispersion, probability and frequency distribution are presented. Examples are used from science, the humanities and business.

109-110. COLLEGE ALGEBRA AND TRIGONOMETRY I & II*

(3; 3)

A study of algebra and trigonometry including real numbers, equations, functions, polynomials, matrices, and determinants. Other topics include logarithmic and exponential functions, partial fractions, and law of sines. The primary objective is to prepare students for the study of calculus.

201. CALCULUS I*

(3)

An introduction to limits, continuity, and methods of differentiation, with a brief study of antiderivatives and integrals. Application to problems in business management, physical sciences, and sociology is emphasized. The objectives are to prepare students for Calculus II, to improve problem solving skills, and to solve problems by differentiation.

202. CALCULUS II*

(3)

A continuation of Calculus I. Covers integration and differential equations with applications from business, management, medical and biological sciences, physical sciences, and sociology. To prepare students for Calculus III; to improve problem solving skills; to develop an understanding of the methods and processes of finding integrals and solving differential equations.

MEDICAL ASSISTANT

202. BIOLOGICAL BASIS OF DISEASE

(3)

Discussion of some of the more common diseases encountered in a clinical situation. Emphasis placed on clinical symptoms, pathology, etiology, diagnosis and treatment. Prerequisites: Bio 105-106, 209, MA 209, OA 134. Required in Medical Assistant Program.

209. MEDICAL ASSISTANTS TECHNIQUES

(3)

Provides for the clinical procedures used by a medical assistant in a doctor's office or clinic. Includes skills in medical asepsis, reading prescriptions, assisting in minor surgery, the taking of vital signs, EKG and routine X-ray procedures, and the importance of preparing and assisting with examinations. Prerequisite: Bio 105-106, Bio 109, OA 134.

214. MEDICAL ASSISTANT EXTERNSHIP

(5)

The student will participate in a balanced externship affiliation in an assigned doctor's office, clinic, or health maintenance organization. The student will work six full weeks, plus have weekly seminars. Prerequisites: Bio 105-106, Bio 209, MA 209, 202, OA 134. Required in Medical Assistant Program.

MEDICAL LABORATORY TECHNICIAN

108. CLINICAL MICROBIOLOGY TECHNIQUES

(2)

Emphasis placed on diagnostic microbiology—the collection and processing of clinical specimens. Quality control in the clinical laboratory included. Required of Medical Laboratory Technician students.

110. MEDICAL LABORATORY TECHNIQUES I

(3)

Includes Hematology—normal and abnormal; Hemostasis and Coagulation; Fibrinolysis and Anticoagulant therapy. Required in Medical Laboratory Technician program. Prerequisite: MLT 108.

112. MEDICAL LABORATORY TECHNIQUES II

(2)

Includes immunology, immunohematology, serology and blood bank problem solving and antibody identification. Required in Medical Laboratory Technician Program. Prerequisite: MLT 108.

206. CLINICAL LABORATORY ROTATIONS A,B,C

(5; 5; 5)

Supervised clinical experience assigned in an affiliated hospital or medical laboratory under the supervision of a medical technologist or pathologist. The rotation schedule provides experience in the following departments: blood banking, chemistry, hematology, microbiology, serology, urinalysis. Assignments made by the coordinator of the program. One rotation held during the first part of summer between the freshman and senior years. Prerequisites: Biology 106, 107, Medical Laboratory Technician 108, 110, 112. Required in Medical Laboratory Technician Program.

209. MEDICAL LABORATORY TECHNIQUES III

(4)

Includes clinical chemistry, macro and micro urinalyses and chemistry of serum. Laboratory sessions will stress applications of clinical chemistry techniques and the use of equipment and instruments. Required in Medical Laboratory Technician Program. Prerequisite: MLT 110, 112.

210. MEDICAL LABORATORY TECHNIQUES IV

(2)

Special topics in the Medical Laboratory Sciences and all overview and review of the subjects the Medical Technician student has been studying in academic and clinical experiences. The study of case histories will be included. Required of Medical Laboratory Technician Program. Prerequisite: MLT 209.

PHYSICAL SCIENCE

101-102. PHYSICAL SCIENCE I & II*

(3; 3)

Provides the non-science major with an introduction to the principles governing the technological world of our era. A descriptive rather than quantitative approach is used. "Hands-on" experience with simple laboratory

experiments is provided. Physical Science 101 studies energy, matter, motion, light, electricity and magnetism. Physical Science 102 studies weather, solar system, rocks, minerals and introductory chemistry. Recommended for Early Childhood Education program; open to all students as an elective course.

PHYSICAL THERAPIST ASSISTANT

101. PHYSICAL THERAPIST ASSISTANT I (4)

Body mechanics. Bed mobility. Positioning. Transfers. Introduction to therapeutic exercise. Corequisites: Bio 105, PTA 102. Program majors only.

102. PHYSICAL THERAPIST ASSISTANT II (2)

Orientation to the Program. Introduction to physical therapy and the contribution of the physical therapist and physical therapist assistant. Introduction to concepts and systems of health care. Medical terminology. Anatomy and physiology for physical therapist assistants. Medical/surgical conditions module 1. Corequisites: Bio 105, PTA 101. Program majors only.

103. PHYSICAL THERAPIST ASSISTANT III (2)

Therapeutic exercise cont. Seminar in preparation for Clinical Experience I. Prerequisites: Bio 105, PTA 101, PTA 102. Corequisites: Bio 106, PTA 104. Program majors only.

104. PHYSICAL THERAPIST ASSISTANT IV (2)

Vital signs and uses. Tilt Table. Ambulation. Principles of teaching and learning. Introduction to response to illness and patient-helper interaction. Medical terminology cont. Anatomy and physiology for physical therapist assistants cont. Medical/surgical conditions module 2. Prerequisites: Bio 105, Psyc 213, PTA 101, PTA 102. Corequisites: Bio 106, PTA 103. Program majors only.

105. CLINICAL EXPERIENCE I (Summer Session Course) (3)

Clinical experience under the supervision of a registered physical therapist. Prerequisite: Satisfactory completion of all Semester I and II courses. Program majors only.

201. PHYSICAL THERAPIST ASSISTANT V (4)

Therapeutic exercise cont. Normal and abnormal motor development. Concepts of evaluation. Tests and measurements. Prerequisites: Satisfactory completion of first year. Corequisites: PTA 202, PTA 211. Program majors only.

202. PHYSICAL THERAPIST ASSISTANT VI (2)

Respiratory physical therapy. Stress relaxation techniques. Asepsis. Advanced activities of daily living. Orthotics. Prosthetics. Medical/surgical conditions module 3. Prerequisites: Satisfactory completion of first year. Corequisites: PTA 201, PTA 211. Program majors only.

203. PHYSICAL THERAPIST ASSISTANT VII (2)

Therapeutic exercise cont. Seminar in preparation for Clinical Experience II and III. Prerequisites: PTA 201, PTA 202, PTA 211. Corequisites: PTA 204, PTA 205. Program majors only.

204. PHYSICAL THERAPIST ASSISTANT VIII (5)

Procedures used for relief of pain and improvement of tissue nutrition. Prerequisites: PTA 201, PTA 202, PTA 211. Corequisites: PTA 203, PTA 205. Program majors only.

205. PHYSICAL THERAPIST ASSISTANT IX (2)

Response to illness and patient-helper interaction cont. Concepts and systems of health care cont. Organization and administration. Legal considerations in physical therapy practice. Documentation. Medical laboratory tests and implications. Pharmacology. Medical/surgical conditions module 4. Prerequisites: Psy 212, PTA 201, PTA 202, PTA 211. Corequisites: PTA 203, PTA 204. Program majors only.

206. CLINICAL EXPERIENCE II (3)

Clinical experience under the supervision of a registered physical therapist. Prerequisites: Satisfactory completion of all Semester I and II courses. Program majors only.

207. CLINICAL EXPERIENCE III (3)

Clinical experience under the supervision of a registered physical therapist. Prerequisites: Satisfactory completion of PTA 206. Program majors only.

211. KINESIOLOGY (2)

Function of musculoskeletal system and application to patient related activities. Prerequisites: Satisfactory completion of first year. Corequisites: PTA 201, PTA 202. Program majors only.

Social Relations

ANTHROPOLOGY

131s. INTRODUCTION TO ANTHROPOLOGY* (3)

A comprehensive survey of the origins of present-day man with emphasis on the cultural uniformity which unites all people as well as the cultural diversity which distinguishes one people from another. A cross-cultural understanding and appreciation of pre-literate groups, as well as today's emerging societies all over the world.

PSYCHOLOGY

201s. INTRODUCTORY PSYCHOLOGY* (3)

To enable the student to understand and apply basic knowledge of human behavior. While investigating such areas as learning theory, perception, motivation, individual differences, personality traits, the student can integrate classical theories with contemporary issues in the field.

202s. PSYCHOLOGY OF PERSONALITY* (3)

Designed to introduce the student to a variety of the most important theories of personality, i.e., Freud, Jung, Adler, Rogers, and others. In addition, considerable emphasis on developing insight and self-awareness on the part of the student. Case studies are examined with the intent of making theories more practical and useful, and with the hope that they will foster more understanding and awareness of the personalities of others. Prerequisite: 201s.

204s. CHILD PSYCHOLOGY***(3)**

Focuses on the development of the child's personality prior to adolescence. The principles and concepts of child psychology are supported by research evidence and are drawn from the major theoretical viewpoints about early personality formation. While normal developmental patterns and preventive aspects are central, the student will investigate some areas of psychopathology, play therapy, familial influences, and prenatal care. Prerequisite: 201s.

210. ABNORMAL PSYCHOLOGY***(3)**

Offers an examination of the wide range of personality and behavioral disorders. Both traditional and contemporary theories of psychopathology are reviewed. Emphasis is also placed on the tools, techniques, and process of both the diagnosis and the treatment of various disorders. Prerequisite: 201s and permission of the instructor.

211s. ADOLESCENT PSYCHOLOGY***(3)**

Attempts to create an understanding of the meaning of adolescent behavior. Students examine Freud, Erikson, Sullivan and other relevant theorists, applying these theories to case studies to discover how such viewpoints illuminate adolescent behavior. Materials from anthropology and sociology constitute a minor theme of the course, since a study of the meaning of adolescent behavior must include recognition and the larger society in determining the adolescent experience. Prerequisite: 201s.

212. PSYCHOLOGY OF THE LIFE SPAN***(4)**

Investigates the progressive unfolding of the person through the life span. The approach is integrative in terms of the following developmental principles as they pervade and influence the individual from conception through old age. Consideration will be given to both the building blocks of personality and to the dynamic variables which emerge as one moves into new stages of maturation. The application of the theoretical to life/work settings will provide a means by which students can understand themselves and others with whom they interact as experiencing regular, predictable changes throughout the course of their lives. Prerequisite: 201s.

213. INTRODUCTION TO HUMAN SERVICES

Examines social welfare institutions and policies from a historical perspective in order to understand social welfare and human service delivery today. Current policies and programs are analyzed vis à vis the role of the worker and their impact on client/society. In so doing, an understanding is developed of the generalist skills needed to provide more human and effective human services.

214, 215, 216. SUPERVISED FIELD PLACEMENT AND SEMINAR I & II & III**(6; 6; 6)**

Designed for students in the Human Services Program, it provides the students with the opportunity to experience field work. Training in the skills by which students can offer direct and indirect assistance to the client population is provided.

218s. DYNAMICS OF SMALL GROUPS***(3)**

Focus is upon class itself (as a small group) as it unfolds through the semester. The objective is to engender a basic understanding of the nature of a group, inter-personal relations within it, varieties of leadership, goal-setting, decision-making communication networks, and techniques of observing and analyzing group process. Prerequisites: Sociology 111s or Psychology 201s and written consent of the instructor.

220. PSYCHOLOGY OF DREAMING***(3)**

The phenomenon of dreaming approached from several eclectic perspectives: Jungian analysis of dream symbols; the relevant aspects of Freudian theory; Gestalt principles as applied to the dream; experimental research on dreaming; dreaming as a therapeutic tool; dream analysis for deepening self-knowledge. Each student will be required to keep a dream journal, and several techniques will be taught to help the student remember and analyze her own dreams. Students will be encouraged to share dreams in class, help each other decode dream symbols, and study some of the universal themes that emerge. Prerequisite: 201.

222. SMALL GROUP FACILITATION TECHNIQUES AND THEORY**(3)**

As the follow up for Dynamics of the Small Group, focuses on the application of constructs learned in the earlier course. Participants will be trained in leadership effectiveness and group facilitation theory and techniques. The history of "small group movement" will be integrated into the theoretical aspects of the course. Students will be exposed to methods of assessing group needs and ways of utilizing the resources of various groups to best meet those needs. Directed research into areas of individual specialty will also be shared for critique and refinement. Evaluation will be measured in terms of individual competency as reflected by self-criticism, peer-feedback, and instructor critique. Prerequisite: 218.

223. COMMUNITY RESOURCES

Designed for Human Services Students. Examines the interdependence of the individual and society. A life span approach is utilized to explore the dynamics and nature of "problems/crises" as one moves through the aging process.

224. NATURE AND NEEDS OF THE MENTALLY RETARDED***(3)**

Designed to give students a working knowledge of the diagnosis and etiology of mental retardation and of the rehabilitation and training of the mentally retarded. Attitudes of the family and community toward the mentally retarded are discussed. Pertinent reading and field visits help accomplish course objectives.

225. HUMAN SEXUALITY***(3)**

The focus is the psycho-social aspects of human sexuality. To that end, the course integrates psychological, sociological, and medical dimensions. Specific content areas include: normal psycho-sexual development, variations and deviations, sexual dysfunction, fertility and its related problems, and sex role options.

227. PRINCIPLES AND APPLICATION OF BEHAVIOR MODIFICATION**(3)**

Reviews learning theory with special emphasis on operant and classical conditioning. Principles of behavior discussed including procedures for establishing, maintaining, and modifying behavior to assist human service workers in dealing with the mentally retarded, emotionally disturbed, and other handicapped populations. Current role of behavior modification in health, education, and social science is explored. Prerequisite: 201.

301-302. SEMINAR* (See page 19)**(3;3)**

SOCIOLOGY

111s. INTRODUCTORY SOCIOLOGY*

(3)

An introduction to the study of sociology which focuses on the inter-relationships of groups, social institutions, and social organization. An analysis of contemporary American culture gives the student perspective on her own position and attitudes toward society.

112s. SOCIAL PROBLEMS*

(3)

A study of those conditions and issues which result in tension and disorder, the punishment of individuals for deviation from societal norms, or deprivation of society's rewards from oppressed minority groups. Examples are usually drawn from American society. Areas studied may include the oppression of minority peoples, such as blacks, Indians and women, attitudes toward deviant behavior such as homosexuality, drug addiction, and alcoholism, and global problems, such as violence, crime, poverty, or war. Prerequisite: 111s.

214s. SOCIOLOGY OF THE FAMILY*

(3)

A broad examination of the physiological, psychological and cultural aspects of one's sexuality, the patterns and process of establishing and maintaining paired relationships, the patterns and process of dissolving these relationships, and finally, the practical aspects of reinforcing the stability of the family unit; that is, the economic factors involved, providing companionship and emotional support for the members of the unit, the necessity for compromise, and the understanding this entails. Prerequisite: 111s.

217. SOCIAL PSYCHOLOGY OF WOMEN*

(3)

A developmental course which examines "woman" through her relationships as she moves through the passages of her life: as daughter to her mother and to her father, as sister, as friend, as lover, as marriage partner, as mother to her children, thus beginning the cycle once again. Prerequisite: 111s.

220. SOCIOLOGY OF HEALTH CARE*

(3)

A survey of various issues related to the delivery of medical care in the United States. The roles of physicians, nurses, allied health workers, medical schools, and hospitals discussed. Alternative ways of financing and providing health care. Emphasis on problems in health care delivery.

301-302. SEMINAR* (See page 19)

(3; 3)

The Women's Center for Continuing Education

The establishment of the Division of Continuing Education at Lasell is in direct response to specific needs in women's education as identified by area women and area business and industries.

An extensive market research study identified the following components necessary for the development of Lasell's special niche in the Continuing Education marketplace: profile of the student market; the short term seventeen week model; the Women's Center concept and the fastest growing industries in the area.

Based on the special needs of women and business and industry, Lasell's Women's Center for Continuing Education offers 17 week certificate programs in the fields of Fashion Merchandising, Travel and Tourism, and Electronic Office Management. All three programs combine class work with on-the-job training through the internship program with area businesses and career development courses.

The academic courses offer an overview of the profession, serve as an introduction to the language and terminology of the chosen field of interest, and provide participants with the theory behind day-to-day professional activities.

In addition, career development courses enable students to clearly assess their strengths and weaknesses while developing skills in leadership, goal-setting, job search techniques, and networking. The importance of a strong personal support system is emphasized in the career development component.

The Internship program is designed for planned success. Internship sites are arranged with prominent local affiliates in both the corporate and small business sectors through which compensation may be earned.

The programs and courses offered through the Continuing Education Division are practical and are designed specifically for mature women who are managing some type of change and want to enter the job market or change careers.

The Fitness Center, located on the campus is an integral part of the program and is available for student use. The focus is on the importance of physical fitness and health in the management of stress. Our approach is a wholistic approach to meet the needs of the total person.

Continuing Education Offerings

17 Week Certificate Program

The following three component program is used for the 17 week Certificate Programs in Fashion Merchandising, Electronic Office Management, and Travel and Tourism.

Academic Courses	6 credits
Career Development	3 credits
Internship	3 credits
Total	12 credits

Electronic Office Management for the Administrative Assistant

The widespread use of computers, word processors and other electronic equipment has created a wide range of new job opportunities for individuals who seek to apply their knowledge and skills in the "Office of the Future."

This Certificate Program features a modern, fully equipped electronic office on campus for skill development and training. The equipment that is used is state-of-the-art such as electronic typewriters, transcription equipment, IBM personal computers, Data General main frame and terminals, and letter quality printers. The program is designed to allow you to function with precision in an electronic office setting. It also provides management skills for those who aspire to supervisory roles in electronic office environments.

The focus of the Program is to provide basic information, terminology, and skills necessary for entry-level positions of responsibility in the automated office setting.

Travel and Tourism

The following is a comprehensive curriculum designed to prepare the student for a career in the tourism industry. Through this certificate program, the student will become acquainted with all aspects of this growing industry, and will learn the skills required for an entry level position of responsibility in her area of interest. After completion of this program, the student will be qualified for a variety of tourism careers. Career alternatives will include travel agencies, airlines, hotels, as well as other related industries.

The program is divided into five areas of study. The first four components will be completed at the college. The fifth component, Airline Reservation Procedures, will be completed at the Travel Education Center, a division of Crimson Travel in Cambridge. Upon completion of the academic portion of the program, the student will complete a five week internship. The student will also participate in the Career Development Course at the college.

Students enrolling may have a college degree and/or some work experience.

Fashion Merchandising

Style is back in style, giving apparel makers and fashion retailers some of the best growth years ever. Sales are expected to grow over the next several years, providing a wide range of job opportunities.

The Certificate Program in Fashion Merchandising includes three two credit courses, an internship, and participation in the Career Development Course.

The focus of the Program is to provide basic information and terminology necessary to enter fashion and retail industries in entry level positions of responsibility.

Courses/Workshops

Computers/Practical Applications Course

This is a special course designed just for women who want to learn more about personal computers and how to use them. The focus of the course is to learn practical applications such as word processing, the use of a spread sheet, and setting up a database.

Half-Price Tuition Courses

Women who want to explore career opportunities or want to take a course for fun or enrichment may take up to 6 credit hours in our traditional college day program schedule at half-price tuition.

Saturday Workshop Seminar Series

The opportunity to take non-credit offerings is available through our Saturday Workshop Series.

The following practical non-credit workshops have been scheduled:

FINANCIAL STRATEGIES—Goal Setting

Financial Planning

Understanding the Stock Market

BECOME YOUR OWN BOSS (A seminar for prospective entrepreneurs)

Course Descriptions

Electronic Office Management

Introduction to Electronic Equipment/Electronic Keyboard (2)

This course is designed to introduce the student to electronic equipment used in an automated office. It illustrates how automation makes work easier, more efficient, and more exciting than before. The focus is on skill development and the use of the electronic equipment to transcribe and manage information. Our model office includes state-of-the-art equipment.

Automated Office Management (2)

This course is designed to develop an understanding and knowledge of how to perform functions in an automated office. It illustrates how important the human element is to office automation, and how important a knowledge of electronic equipment is to the office worker. Students learn about the job responsibilities and functions of a correspondence secretary, an administrative secretary, and a word processing supervisor. As you develop an understanding of the organizational patterns in an office and the people who work there, you will learn both how to handle work assignments and how to deal with colleagues at all levels—executives, subordinates, and coworkers. Throughout the course emphasis is placed on the development of decision-making ability and the exercise of good human relations.

Information Processing (2)

This course is designed to examine the growth of data and word processing technology with an emphasis on hands-on-experience. It investigates the five-step document cycle functions in an automated office. This step-by-step examination of the components and uses of computer systems gives the student computer proficiency for entry-level jobs. Students will learn about computers, software, the use of computers for word processing, and how integrated systems work. We will look at the function and workings of each part of the computer, and we will see how many different businesses have improved their productivity by using computers for processing financial data, providing information, and producing text.

Fashion Merchandising

Introduction to the Retail Industry

(2)

Presents the retail industry—its past, present, and future. Areas of discussion will include marketing, merchandising, buying, management, sales promotion, store operations, finance and control. Many types of retailers will be analyzed including department stores, specialty stores, mass merchandisers, discounters and direct marketers, catalogs and mail orders. Provides the student with an understanding of the volatile, fast-paced retailing industry. The student will understand how a retailer targets a market, creates an image and turns a profit.

Fashion Basics/Visual Merchandising

(2)

Structured to introduce the student to the working of the fashion business and the development of current fashion trends and the impact on the retail industry. Special attention will be given to the use of fashion as a tool to increase sales in all merchandise categories. Presents practical knowledge of the use of visual merchandising, advertising, sales promotion techniques, publicity, and community service.

Creative Selling

(2)

The dynamics of creative selling are viewed through the basic principles and techniques of selling. Special attention will be paid to the importance of merchandise knowledge promotion techniques. Structured to identify the internal and external factors affecting customer behavior.

Travel and Tourism

Introduction to the Travel and Tourism Industry

(2)

Provides a survey of the history of travel, its growth and future as an industry. Emphasis is placed on the components of the tourism industry. Structured to acquaint students with travel terminology. Course provides a working knowledge of reference books and manuals used in the tourism industry. Students become familiar with procedures for recording, placing, and documenting reservations for land arrangements.

Travel Destinations and Air Transportation

(2)

Familiarizes students with major tourism destinations. Students will be reacquainted with basic map reading, topography, and climate throughout the world. Major focus will concern specific geographical areas, their location, value as a tourism destination, major attractions, lodging facilities, culture and currency.

Provides a working knowledge of the procedures for creating airline itineraries, calculating airfares, reservations, preparing tickets, and calculating refunds for domestic as well as international destinations. This component will utilize manual procedures.

Tourism and Sales Marketing

(2)

Acquaints students with techniques of successful tourism sales. Designed to develop skills in presentation techniques both verbal and written. Special attention given to psychology of the traveler and effective research methods. Emphasis on telephone sales techniques and how to conduct a sales interview.

CAREER DEVELOPMENT

(3)

Attention is given to matching the right job opportunity with the right person. Emphasis is placed on assessment of strengths and weaknesses and identifying skills developed from past activities. Areas of study include establishing a job search strategy including resume preparation, interview techniques, letters and networking skills. Special attention given to developing a support system and politics on the job. Emphasis placed on career satisfaction and success. Includes the study of strengths, goals and career objectives, and planning for the future.

INTERNSHIP COURSE

(3)

The structured internship program is designed to provide practical on the job experience based upon the students' career goals and interest. Students are placed in positions.

The course is structured for the student to establish goals and objectives for the internship and to analyze the experiences of this work period. Course includes a project to be completed by the student during the internship. Evaluation of the internship is based on performance of the students as reviewed with employer, faculty member, and student at the completion of the internship. Students will meet to present internship projects and papers to the class.

COMPUTERS/PRACTICAL APPLICATIONS

(2)

Designed especially for women who want to learn about personal computers and how to use them. The course is structured to offer an introduction to basic fundamentals of the computer. The special focus of the course is to learn practical applications such as word processing, the use of a spread sheet, and how to set up a data base. The course includes how to select a personal computer and the software to meet your needs.

College Officials and Faculty

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PRISCILLA A. WINSLOW '35, Natick, Massachusetts

RUSSELL A. WINSLOW, Manchester, New Hampshire

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MILDRED STRAIN NUTTER '17 (Emerita), Bourne, Massachusetts

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RUSSELL A. WINSLOW, Manchester, New Hampshire

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DAWN MELLO, New York, New York

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HELEN SAUNDERS '17, West Hartford, Connecticut

ANTOINETTE MERITT SMITH '23, (Mrs. Wilder N.), Sarasota, Florida

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President Mitchell
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President Mitchell
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Mary Dunn, Dean of Students
President Mitchell
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Elizabeth Winter, Dean of
Administration and Finance
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BONNIE BORTLE, B.A., M.Ed. B.A., Newton College M.Ed., Boston College Lasell, 1979-	<i>Dean of External Affairs</i>
RUTH ANN BROOKS, B.S. B.S., Baylor University Lasell, 1984-	<i>Dean of Continuing Education</i>
MAUREEN F. CAREY, A.B. A.B., Regis College Lasell, 1979-	<i>Registrar</i>
MARY H. DUNN, B.A., M.Ed. B.A., William Smith College M.Ed., Boston College Lasell, 1984-	<i>Dean of Students</i>
EVELYN V. GORDON, B.A. B.A., S.U.N.Y., Albany Lasell, 1979-	<i>Associate Dean of Admissions/ Director of Financial Aid</i>
SHAWN Z. LARSEN, B.A., M.Ed. B.A., Boston College M.Ed., Boston College Lasell, 1981-	<i>Career Counselor</i>
PAUL J. LYNKEY, B.A., M.B.A. B.A., Assumption College M.B.A., Anna Maria College Lasell, 1983-	<i>Dean of Admissions</i>
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CAROL A. MOORE, B.A., M.A., Ph.D. B.A., Montclair State College M.A., Montclair State College Ph.D., Northeastern University Lasell, 1984-	<i>Dean of Academic Affairs</i>
SUSAN NEARY, A.B. A.B., Bridgewater State College Lasell, 1981-	<i>Director of Placement and Transfer Counseling</i>
LYNN D. TANASHIAN, B.S. B.S., Regis College Lasell, 1983-	<i>Assistant Dean of Admissions</i>
CHRISTINA ANNE WILLIAMS, A.A. A.A., Lasell Junior College Lasell, 1983-	<i>Admissions Counselor</i>
ELIZABETH WINTER, A.A., B.A., M.B.A. A.A., Lasell Junior College B.A., Newton College M.B.A., Babson College Lasell, 1977-	<i>Dean of Administration/Finance</i>

KATHLEEN BECKWITH, B.A.
B.A., Assumption College
Lasell, 1984-

Staff Accountant

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A.A., Lasell Junior College
B.A., Skidmore College
Lasell, 1983-

Director of Communications

GEORGE NORRIS, B.S.
B.S., University of Miami
Lasell, 1983-

Manager of Physical Plant

SANDRA COTTON, A.A., B.S.
A.A., Lasell Junior College
B.S., Emerson College
Lasell, 1983-

Assistant to Dean of Students

FACULTY

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DEBORAH ALEXANDER, B.S., M.A. B.S., University of Cincinnati M.A., Newton College Lasell, 1984-	<i>Lecturer in Computer Application Director of Computer Application Program</i>
ANGEL ALGERI, A.S. A.S., Lasell Junior College Lasell, 1982-	<i>Lecturer in Retailing</i>
SUSAN ALT, B.A., M.A. B.A., Tufts University M.A., University of Chicago Graduate Study, University of Chicago Lasell, 1971-	<i>Associate Professor of Psychology</i>
BARBARA M. ANTHONY, B.A., M.Ed. B.A., Elmira College M.Ed., Wheelock College Lasell, 1983-	<i>Lecturer in Early Childhood Education</i>
JOAN L. ARCHES, B.A., M.S.W. B.A., Boston University M.S.W., Boston University Lasell, 1980-	<i>Instructor in Sociology</i>
CYNTHIA BEAUDOIN, B.S., M.S. B.S., Bridgewater State College M.S., Boston University Lasell, 1963-	<i>Professor of Physical Education Department Chair</i>
LEONIE S. BENNETT, B.S. in Ed., M.F.A. Graduate of Jackson Von Ladau School of Fashion and Design and School of the Museum of Fine Arts B.S. in Ed., Tufts University M.F.A., Tufts University Lasell, 1955-59; 1968-	<i>Professor of Art</i>
MARY BEVILACQUA, R.N., B.S.N. B.S.N., Boston College Graduate Study, Boston College Lasell, 1978-	<i>Lecturer in Nursing</i>
EDWIN J. BLOOM, JR., B.S. B.S., Cornell University Lasell, 1977-	<i>Assistant Professor of Retailing, Business Management, and Accounting Departments Chair</i>
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Lesley College
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Lecturer in Early Childhood Education
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Lecturer in Advertising and Sales Promotion
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Graduate Study, Columbia University
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Director of the Library
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Graduate Studies
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 Graduate Study, Boston University
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 Graduate Study, Boston College, University of California,
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 Lasell, 1960-
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 Lasell, 1970-
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 Lasell, 1984-
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Lecturer in Nursing
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Lasell, 1984-
Instructor in Physical Education
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Professor of English
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B.A., Northeastern University
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Graduate Study, Boston University
Lasell, 1969-

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Hematology Instructor
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Blood Bank Instructor
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Hematology Instructor
Chemistry Instructor
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